

(CPPD) PORTFOLIO OF COURSES ART BUSINESS & MANAGEMENT  
COMPLEMENTARY THERAPIES DANCE EDUCATION FOOD & DRINK INDUSTRY  
GRAPHIC & WEB DESIGN HEALTH SAFETY ENVIRONMENTAL HUMANITIES  
IT & SOFTWARE PERSONAL DEVELOPMENT PHOTOGRAPHY PRODUCT DESIGN  
& DEVELOPMENT SPORT TRADING STANDARDS & LICENSING PROFESSIONAL  
DOCTORATE INTERNATIONAL CPD WORKING WITH BUSINESS STRATEGIC  
LEADERSHIP FOR BUSINESS KNOWLEDGE TRANSFER PARTNERSHIPS (KTPS)



*Centre for Personal &  
Professional Development  
(CPPD) **Portfolio of Courses***

# CONTINUING PROFESSIONAL DEVELOPMENT

CPPD offers a wide range of accredited and non-accredited Continuing Professional Development (CPD) opportunities, all aimed at developing individuals personally and professionally.



# CPPD

*Continuing Professional  
Development (CPD)  
portfolio of courses*

# WELCOME TO UWIC'S CENTRE FOR PERSONAL & PROFESSIONAL DEVELOPMENT

As well as offering CPD opportunities to individuals, the Centre is also committed to responding to market needs and therefore collaboration with business, public and voluntary organisations is a key part of the Centre's focus for course development and service delivery.

Full course outlines, costs and updates can be found at [www.uwic.ac.uk/cppd](http://www.uwic.ac.uk/cppd)



*Centre for Personal & Professional Development (CPPD)*

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Continuing Professional  
Development (CPD)  
Portfolio of Courses

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# 01. ART

- Art Books
- Bags to Riches: Transforming Everyday Carrier Bags
- Ceramics
- Exploring Drawing
- Hot Textiles
- Life Drawing
- Life Painting
- Making Marks
- Oil Painting
- Papermaking
- Relief Printmaking
- Screen Printing
- Shibori: The Ancient Japanese Art of Fabric Manipulation
- Watercolour Painting

## 01.1 ART BOOKS

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** Many artists, both historical and contemporary, have made or used books in a number of individual and creative ways. During this exciting two part workshop you will explore the book as an art-form and not only learn how to alter and personalise existing books but also to combine papers, found materials, print techniques, fabrics and photographs in order to make original and highly personal art books of your own. You will have the opportunity to learn several methods of bookbinding including Japanese binding, Coptic and concertina binding

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison

## 01.2 BAGS TO RICHES: TRANSFORMING EVERYDAY CARRIER BAGS

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** Plastic is the most widely used modern material today, it is cheap, versatile and comes in a million different colours, shapes and sizes but it is also a huge problem for the environment! We transport nearly every item we buy in plastic carrier bags but where do they all end up? This workshop will show you how to transform the bags you have at home into a decorative and practical tote bag that you will want to use again and again. Participants will be given a brief presentation about recycled art and then a demonstration of techniques to manipulate and recycle plastic before being encouraged to use their imaginations

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison





### 01.3 CERAMICS

**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** Individuals will be introduced to a range of techniques and ways of working with clay. The course aims to be a combination of education and fun, where all individuals will complete the course with a number of ceramic pieces which will be bisque fired and then glazed, ready to take home. The course will cover a range of skills including hand building, coil building, slab building, hump mould making, sculpture, surface decoration and glazing. The course is offered at both an introduction and intermediate level

**Course aimed at:** Open to all abilities

**Programme Leader:** Kelly Campbell

### 01.5 HOT TEXTILES

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** The purpose of this two-day workshop is to explore the multitude of textile possibilities created through the controlled application of heat. Participants will burn, layer, melt, transfer colour or dye, sculpt, distort and shape a range of fabrics to create non-traditional, beautiful surfaces, textures and objects. The workshops will explore innovative and eco-friendly techniques and use a range of accessible tools and materials enabling participants to further develop their work at home

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison

### 01.7 LIFE PAINTING

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** Open to all levels, this course will provide the opportunity to paint the human figure, employing and experimenting with a range of different methods, approaches and techniques. Participants will be encouraged to question how to approach the human figure when painting and what techniques can be employed to represent the mass of the human form within an environment. These issues are explored through the process of painting at a comfortable pace, as one pose will be sustained and reinterpreted by a model. This is correlated with ongoing references to both classical and contemporary artists

**Course aimed at:** Open to all abilities

**Programme Leader:** Chris Holloway

### 01.9 OIL PAINTING

**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** The course will explore technical aspects of painting in oil with a study of composition, colour, mixing practice and observation. Subject matter will include still life, the figure, and working towards abstraction. The course is offered at both an Introduction and Intermediate level

**Course aimed at:** Open to all abilities

**Programme Leader:** Various

### 01.4 EXPLORING DRAWING

**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** Exploring Drawing is a course designed to give individuals the opportunity to experience drawing in the widest possible way. Inspiration is drawn from a variety of sources including life models, music, literature, the imagination and the outside world. It gives participants the opportunity to explore a wide variety of methods, techniques and drawing mediums including pencil, charcoal, pen and ink

**Course aimed at:** Open to all abilities

**Programme Leader:** Chris Holloway

### 01.6 LIFE DRAWING

**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This course is open to all levels and provides the opportunity to draw from the figure, using a broad range of approaches and media. Male and female models will be present and alternate every two weeks. This is a great opportunity to build a personal folio and can lead into other courses available at UWIC

**Course aimed at:** Open to all abilities

**Programme Leader:** Various

### 01.8 MAKING MARKS

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This two-day course will explore what the word 'drawing' truly means as we experiment with a wide range of both traditional and unexpected materials, whilst incorporating collage, stitch and print techniques in order to create a series of original 2D artworks. Whilst this workshop may appeal to, and welcomes, artists of all ages and abilities, it also provides a perfect opportunity for the beginning artist to gain confidence and learn new skills

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison

### 01.10 PAPERMAKING

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** Paper is an essential material in both society and art and has been for centuries. Learn how to make handmade paper in this exciting two-day workshop. In the first session you will learn how to mix paper pulp using recycled materials and then construct paper using traditional methods. Handmade paper is highly versatile and can be used in a range of crafts. You will learn how to dye paper and how to implant objects into it to create a unique and decorative material. On day two you will be given the opportunity to make a book using the paper created on day one

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison



01.11

### RELIEF PRINTMAKING

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**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** Relief printing covers woodcut and linocut – techniques that have a long tradition with artists as well as commercial designers and printers. This short course offers an opportunity to use the workshop facilities in Cardiff School of Art & Design, as well as taking prints without a press for students who want to continue working at home

**Course aimed at:** Open to all abilities

**Programme Leader:** Chris Lloyd

01.12

### SCREEN PRINTING

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**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** The course is open to all abilities and will cover a basic introduction to screen printing. Throughout the ten week course students will experience practical demonstrations, workshop activity time and opportunities to discuss their work with the course tutor

**Course aimed at:** Open to all abilities

**Programme Leader:** Chris Lloyd

01.13

### SHIBORI: THE ANCIENT JAPANESE ART OF FABRIC MANIPULATION

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** During the workshop participants will be provided with a brief presentation about the history of Shibori and its contemporary uses before exploring a variety of techniques for themselves

**Course aimed at:** Open to all abilities

**Programme Leader:** James Ison

01.14

### WATERCOLOUR PAINTING

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**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** The course is designed to explore the technical aspects of watercolour. The course will cover a study of colour mixing along with other useful techniques. Inspiration is drawn from a variety of sources including life models, still life, portraiture, the imagination and the outside world. With helpful one-to-one tutoring and group discussions, this course makes for an exciting chance to develop new ideas and skills, whether you already have some practical experience of painting, or very little

**Course aimed at:** Open to all abilities

**Programme Leader:** Chris Holloway



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# 02. BUSINESS & MANAGEMENT

ACCA Professional Level

Credit Unions and Financial Co-operatives: Management and Governance

Credit Unions and Financial Co-operatives: Work and Organisations

Economics for a Small Planet

Improve your Business Through Effective Communication

Innovation Through Design – Making it Happen

Introduction to Public Relations – Making Sure Your Message Hits the Mark

PRINCE 2 ® Foundation and Practitioner

Psychometric Test Administration

Talking Brands – Becoming an Effective Honest Broker

02.1

## ACCA PROFESSIONAL LEVEL

**Course length:** 2 years part-time

**Entry requirements:** Students will normally have completed the nine Fundamental units of the ACCA qualification or have received exemption to these through studying a recognised accounting degree

**Course content:** This professional level ACCA course offers an opportunity to further your career by topping up your Accountancy qualifications while studying on a part-time basis. The course will cover the following papers:

Essentials

- P1 Professional Accountant (PA)
- P2 Corporate Reporting (CR)
- P3 Business Analysis (BA)

Options (two to be completed – offered subject to demand)

- P4 Advanced Financial Management (AFM)
- P5 Advanced Performance Management (APM)
- P6 Advanced Taxation (ATX)
- P7 Advanced Audit and Assurance (AAA)

**Accredited by:** Association of Chartered Certified Accountants (ACCA)

**Course aimed at:** Individuals aspiring to become a Professional Accountant

**Programme Leader:** Rebecca Arrowsmith







02.2

### CREDIT UNIONS AND FINANCIAL CO-OPERATIVES: MANAGEMENT AND GOVERNANCE

**Course length:** 5 contact days (over the academic year) plus directed learning and on-line module

**Entry requirements:** No formal qualifications are required

**Course content:** The course will develop an understanding of the specific context and role of co-operatives and mutuals in the financial services sector; improve management and governance capacity and competencies of senior staff in credit unions and financial co-operative and enhance strategic management and decision making skills of managers and directors. The course will cover the following:

- Co-operative Values and Principles – managing in a co-operative context; equality and diversity; background to mutual financial institutions; the common bond
- Governance and leadership/management responsibilities
- Good governance structures and processes
- Participation and engagement of members
- Risk management; assessing risks for lending; capital and liquidity controls; requirements of due diligence; financial and legal compliances (e.g. FSA; companies house etc)

- Understanding the requirements for due diligence; money-laundering policy; PEARLS and CUMIT (financial and performance measurements)
- Human resources management in credit unions (managing volunteers, recruitment and selection, appraisal, employment legislation, equality and diversity, and employee rights)
- Understanding the strategic planning process, in setting achievable and measurable business goals, in developing a sustainable business plan; operational implementation of strategic aims and project management; devising a marketing strategy

**Academic credit:** 10 credits at Level 6

**Course aimed at:** Credit union staff and directors with experience and responsibility for the management, leadership and governance of credit unions and financial co-operative institutions

**Programme Leader:** Dr Molly Scott Cato

**Courses that may be of interest:** Credit Unions and Financial Co-operatives: Work and Organisations

02.3

### CREDIT UNIONS AND FINANCIAL CO-OPERATIVES: WORK AND ORGANISATIONS

**Course length:** 5 contact days (over the academic year) plus directed learning and on-line module

**Entry requirements:** No formal qualifications are required

**Course content:** The course will improve practical skills of administrative paid staff and unpaid volunteers in the operation and work organisation of credit unions and financial co-operatives. The course is also intended to develop an understanding of the specific context and role of co-operatives and mutuals in the financial services sector. The course will cover the following:

- Co-operative Values and Principles; equality and diversity; background to mutual financial institutions; the common bond
- Understanding the financial and legal environment; book-keeping and accounting practices; basics of CUMIT and PEARLS (financial control and management tools); regulations and compliance; employment rights
- Understanding systems and procedures, especially administrative and communication systems; legal aspects; health & safety

- Understanding the market for credit union services; competing with alternative providers; unique selling points of credit unions services and social marketing; planning and undertaking outreach
- Dealing with the public; customer care in a member-based organisation; handling complaints; recruitment and retention of members

**Academic credit:** 10 credits at Level 4

**Course aimed at:** Front-line staff, new managers and volunteers with responsibility for credit union operations and service delivery. The course may also be useful for new board members to get acquainted with the operational aspects of credit unions

**Programme Leader:** Dr Molly Scott Cato

**Courses that may be of interest:** Credit Unions and Financial Co-operatives: Management and Governance



02.4

### ECONOMICS FOR A SMALL PLANET

**Course length:** 24 weeks, 2 hours per week

**Entry requirements:** No knowledge of economics required

**Course content:** This course brings economics to life by demonstrating its fundamental role in the ecological crisis. The course begins by outlining the contributions of whistle-blowers such as Schumacher and the authors of the Limits to Growth report. It then covers the main academic responses to the need to resolve the tension between economy and environment: environmental economics, ecological economics, green economics, and anti-capitalist economics. The second part of the course is structured around key themes including an introduction to economic instruments such as taxes and regulation; pollution and resource depletion; growth; globalisation vs. localisation; and climate change. Each key issue is approached from a range of different perspectives, and theories and policies are presented in detail

**Academic credit:** 20 credits at Level 6

**Course aimed at:** All those with an interest in the relationship between the environment and the economy

**Programme Leader:** Dr Molly Scott Cato

**Additional information:** See also courses in the Personal Development section

02.5

### IMPROVE YOUR BUSINESS THROUGH EFFECTIVE COMMUNICATION

**Course length:** 1 day

**Course aimed at:** SME Owner / Managers

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover the following:

- Business Communication Audit – get a clear picture of the business impact of how you communicate
- Prioritising Change - identify key communication skills to move your business forward
- Skills Input I – learn how to be clear in what you say, how to engage your audience, how to communicate with impact
- Skills Input II – learn how to manage stress, risk and emotion to create effective communication
- Practice and Feedback - a chance to rehearse new skills in a risk free context

This course uses video to offer instant feedback on the impact of your communication skills

**Programme Leader:** Rebecca Arrowsmith

**Additional information:** This course is delivered in partnership with The Creative Work Place. See also courses in the Personal Development section

02.6

### INNOVATION THROUGH DESIGN: MAKING IT HAPPEN

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** Innovation has a significant position in regional economic development, but the practicalities of making it happen are often more difficult to realise for SMEs. This course will demonstrate how you can help client companies use design as a realistic and practical route to competitive innovation

**Course aimed at:** Business Advisors

**Programme Leader:** Gavin Cawood

**Courses that may be of interest:** Talking brands - becoming an effective honest broker

**Additional information:** This course is run by the Design Wales Network based at UWIC

02.7

### INTRODUCTION TO PUBLIC RELATIONS: MAKING SURE YOUR MESSAGE HITS THE MARK

**Course length:** 3 hours

**Entry requirements:** No formal qualifications are required

**Course content:** Never has effective and accurate communication been more important than now – undoubtedly a time of economic upheaval, recession and organisational readjustment. Whatever role you play in an organisation, however large or small, you need to have the skills to communicate well with your key 'target audiences.' They may include customers and potential customers, your staff, local communities, partner businesses, the media and even the general public. This new training workshop has been developed by Good Relations Wales, a leading Public Relations and training consultancy, in partnership with UWIC. The course includes top tips for communicating your key strengths to the people who matter to you. It also equips you to prepare sound, effective information that will help you, and your business, to thrive professionally

**Course aimed at:** Anyone interested or responsible for Public Relations within their organisation

**Programme Leader:** Various

**Courses that may be of interest:** Professional Presentation Skills

**Additional information:** This course is run in partnership with Good Relations Wales. See also courses in the Personal Development section



02.8  
**PRINCE 2® FOUNDATION AND PRACTITIONER**

**Course length:** 5 days

**Entry requirements:** No formal qualifications are required

**Course content:** This internationally respected course is based on the latest Managing Successful Projects in Controlled Environments with PRINCE2®. This latest version of PRINCE2® is one of the premier approaches to managing projects, and many organisations have seen immediate improvement to project performance and their profitability after adopting PRINCE2® methodology into their business process. This course will provide delegates with a complete and practical understanding of this structured management process

**Course aimed at:** This course is aimed at anybody in a Project Management role seeking to demonstrate competence through a recognised formal qualification, or Managers who want to develop a controlled approach to managing projects

**Programme Leader:** Rebecca Arrowsmith

**Additional information:** See also courses in the Personal Development section

02.9  
**PSYCHOMETRIC TEST ADMINISTRATION**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** By the end of the course individuals will be able to:

- Understand the background to psychometric testing
- Have an awareness of a number of different types of tests
- Demonstrate an understanding of the important issues involved in test administration
- Be able to administer a psychometric test
- Be able to score a range of psychometric tests

**Academic credits:** 3 or 5 credits at Masters Level (depending on assessments completed)

**Accredited by:** British Psychology Society

**Course aimed at:** Anyone who is involved in psychological assessment of any type. This may include people working in recruitment or human resources, psychologists or administrators

**Programme Leader:** Dr Caroline Limbert

**Additional information:** See also courses in the Personal Development section

02.10  
**TALKING BRANDS:  
 BECOMING AN EFFECTIVE HONEST BROKER**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The brand development process is excellent at helping businesses understand their strengths and focus on a particular target audience. Learn how to support SMEs effectively in understanding their brand potential, defining their needs and working with the most appropriate external design expertise

**Course aimed at:** Business Advisors

**Programme Leader:** Gavin Cawood

**Courses that may be of interest:** Innovation Through Design: Making it Happen

**Additional information:** This course is run by the Design Wales Network based at UWIC



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# 03. COMPLEMENTARY THERAPIES

- Diploma in Aromatherapy
- Diploma in Holistic Massage
- Diploma in Reflexology
- Introduction to Research for Complementary Therapies

## 03.1 DIPLOMA IN AROMATHERAPY

**Course length:** 1 or 2 years

**Entry requirements:** Recognised Massage Qualification

**Course content:** This course will provide individuals with a broad knowledge base of essential oils and professional skills suited to a wide variety of situations including the clinical setting

**Academic credit:** 90 credits (20 at Level 4 and 70 at Level 5)

**Accredited by:** International Federation of Professional Aromatherapists (IFPA)

**Course aimed at:** Those wishing to expand their skills in Complementary Therapy or upgrade their Aromatherapy knowledge to gain access to the IFPA

**Programme Leader:** Julie Duffy

**Courses that may be of interest:** Diploma in Holistic Massage (MTI Accredited), Diploma in Reflexology, Introduction to Research into Complementary Therapies

## 03.2 DIPLOMA IN HOLISTIC MASSAGE

**Course length:** 1 year

**Entry requirements:** No formal qualifications are required

**Course content:** This course will provide individuals with the skills and approaches needed in professional massage practice, using techniques appropriate to relaxation and healing through therapeutic touch. The course also offers a broad perspective on massage as a health maintenance discipline and a grounding in a wide range of massage skills, principles and professional approaches. This course meets the pre-requisite massage standard for the IFPA accredited Diploma in Aromatherapy

**Academic credit:** 60 credits at Level 4

**Accredited by:** Massage Training Institute

**Course aimed at:** Those wishing to acquire massage skills or expand their knowledge in Complementary Therapy. This diploma is ideally suited to those wishing to gain a professionally recognised massage qualification prior to studying for the Diploma in Aromatherapy

**Programme Leader:** Tim Bartlett

**Courses that may be of interest:** Diploma in Aromatherapy (IFPA Accredited), Diploma in Reflexology, Introduction to Research into Complementary Therapies

## 03.3 DIPLOMA IN REFLEXOLOGY

**Course length:** 18 months

**Entry requirements:** No formal qualifications are required

**Course content:** The course will provide individuals with a broad range of reflexology techniques. The course will cover: Reflexology techniques for hands and feet; The Principles and Practice of reflexology and associated therapies; Professional codes of ethics; Integrated anatomy and physiology; Business considerations; Advanced techniques; Principles of energy medicine; The pathology of disease; Marketing and goal setting; an understanding of the current evidence base and research considerations

**Academic credit:** 70 credits (40 at Level 4 and 30 at Level 5)

**Course aimed at:** Those wishing to expand their skills in Complementary Therapy or upgrade their reflexology skills to level 5

**Programme Leader:** Judith Whatley

**Courses that may be of interest:** Diploma in Aromatherapy (IFPA Accredited), Diploma in Holistic Massage (MTI Accredited), Introduction to Research into Complementary Therapies

## 03.4 INTRODUCTION TO RESEARCH FOR COMPLEMENTARY THERAPIES

**Course length:** 10 weeks

**Entry requirements:** Minimum Level 3 qualification in one or more complementary therapies

**Course content:** The course aims to support complementary therapy practitioners and health professionals working with complementary therapies to understand and work towards becoming more skilled in reviewing research literature and using a variety of tools to evaluate their practice.

**Academic credit:** 10 credits at Level 4

**Course aimed at:** Complementary Therapists, Health Care Professionals working with complementary therapies

**Programme Leader:** Philip Harris

**Courses that may be of interest:** Diploma in Aromatherapy (IFPA Accredited), Diploma in Holistic Massage (MTI Accredited), Diploma in Reflexology





Centre for Personal & Professional Development

(CPPD)

# 04. DANCE

Dance Pedagogy  
Choreography and Performance in  
Community Dance Contexts

04.1

## DANCE PEDAGOGY

**Course length:** 6 days

**Entry requirements:** Students applying for these courses should preferably have a degree or other appropriate/equivalent qualification, and at least 3 years professional experience

**Course content:** This course provides an opportunity for practitioners to reflect on and enhance their current practice whilst consolidating their existing skills, knowledge and understanding of community based dance practice. Learning and teaching methods on the course will take the form of interactive theory and practical lectures and workshops; work based learning; electronic learning support; and case studies. Areas of study will include:

- Community dance context – life long learning, community development, formal & informal education, partnerships, multi-agency approaches, inclusive practice
- Reflective practice/process of evaluation
- Curriculum Development – application of theories, principles and models
- Pedagogical Theories
- Concepts of learning and teaching – models and styles
- Action Research
- Case Studies

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Community Dance Artist-Practitioners; Other dance artists wanting to develop their skills in participatory dance activity; Teachers in Schools; Private dance teachers; Artists – within performing arts; anyone with a degree or at least 3 years experience professional experience

**Programme Leader:** Geraldine Hurl

**Courses that may be of interest:** Choreography and Performance in Community Dance Contexts

**Additional information:** This course has been developed in consultation with Community Dance Wales, and community dance organisations in Wales. It is linked to 'Making a Move', the UK wide strategy for professional development led by Foundation of Community Dance; 'Steps in Time' – Community Dance Wales CPD Training Programme and linked to current research

04.2

## CHOREOGRAPHY AND PERFORMANCE IN COMMUNITY DANCE CONTEXTS

**Course length:** 6 days

**Entry requirements:** Students applying for these courses should preferably have a degree or other appropriate/equivalent qualification, and at least 3 years professional experience

**Course content:** This course provides an opportunity for practitioners to reflect on and enhance their current practice whilst consolidating their existing skills, knowledge and understanding of community based dance practice. Learning and teaching delivery methods on the course will take the form of interactive theory and practical lectures and workshops, work based learning, electronic learning support, case studies. Areas of study will include:

- Artistic and Social Imperative
- Process/product debate
- Embodied learning & aesthetic education
- Frameworks/Models for dance making and devising e.g. Didactic – Democratic Model
- Artist-Practitioner as leader, facilitator, coach
- Cycles of reflection and re-evaluation
- Case Studies – examples of good practice

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Community Dance Artist-Practitioners; Other dance artists wanting to develop their skills in participatory dance activity; Teachers in Schools; Private dance teachers; Artists – within performing arts; anyone with a degree or at least 3 years experience professional experience

**Programme Leader:** Geraldine Hurl

**Courses that may be of interest:** Dance Pedagogy

**Additional information:** This course has been developed in consultation with Community Dance Wales, and community dance organisations in Wales. It is linked to 'Making a Move', the UK wide strategy for professional development led by Foundation of Community Dance; 'Steps in Time' – Community Dance Wales CPD Training Programme and linked to current research





Centre for Personal & Professional Development



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# 05. EDUCATION

- Changing Practice: Promoting Thinking
- Child Development and Learning
- Creating the Learning Environment
- Developing Thinking for Learning
- Educational Leadership and Management
- Education Outside the Classroom
- Introduction to Philosophical Enquiry in Schools: Level 1 Training
- Kilnwork: Working with Clay in the Classroom Environment
- Learning and Teaching Pedagogy
- Managing Groups and Behaviour
- Mentoring and Coaching in Action

- Mentoring and Coaching: Principles, Policies and Skills
- Music Technology for Teachers
- Preparing to Teach in the Post Compulsory Education and Training (PCET) Sector
- Project Design and Management in Education
- Protecting Children's Rights
- Researching Education
- School Effectiveness
- Supporting Learning and Teaching/Curriculum Issues
- The Value of Play
- Working with Parents and Other Professionals

05.1

## CHANGING PRACTICE: PROMOTING THINKING

**Course length:** 36 hours contact time

**Entry requirements:** Individuals must have attended both the ESIS 'Think to Learn' programme and attended the UWIC Masters module 'Developing Thinking for Learners'

**Course content:** This module aims to support teachers in implementing an action research approach to effecting and evaluating the impact of changes in their school pedagogy and practice for promoting pupils' thinking. Individuals who complete this course will be able to:

- Implement a planned change or intervention in the classroom/school context in order to promote pupils' thinking
- Observe, question, undertake appropriate research and systematically record responses and findings related to the development of pupils' thinking skills
- Analyse evidence gathered and critically evaluate the impact of interventions on standards and pupil behaviours

- Reflect and make recommendations for future practice in pedagogy and policy on the basis of their findings and enhanced knowledge in this field
- Share findings both orally to professional colleagues and in a written project report which conforms to the tenets of academic writing and combines reflection on their practice with theoretical content

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Sian Davies-Barnes

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree





05.2  
**CHILD DEVELOPMENT AND LEARNING**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** This course will develop an understanding of children's development and learning. Individuals who complete this course will:

- Have a sound knowledge of theories on child development
- Understand the stages of children's development
- Appreciate the value of play and fostering early language
- Understand the role of the adult in promoting a positive learning environment and opportunities that enhance children's development
- Identify the factors which influence development and the positive effects these may have
- Reflect upon current theories on child development and relate these to practice

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Practitioners in schools, nurseries, Foundation Phase settings, child minders, social workers etc

**Programme Leader:** Susan Davis

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.3  
**CREATING THE LEARNING ENVIRONMENT**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** This course will develop an understanding of the importance of the environment in stimulating and enhancing learning. Individuals who complete this course will:

- Understand the role of the environment in the learning process
- Be able to produce or select suitable resources to support learning
- Know how to organise resources effectively to support learning
- Be able to display resource and children's work to best advantage to create an environment which stimulates and enhances learning
- Be familiar with different ways of organising the learning environment to facilitate learning
- Be able to create and maintain a stimulating and motivating learning environment which provides for children's preferred learning styles
- Be able to utilise the outdoor environment as a stimulus for learning
- Understand the contribution of environmental education to children's personal and social development

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Practitioners in schools, nurseries, Foundation Phase settings, child minders etc

**Programme Leader:** Sian Davies-Barnes

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.4  
**DEVELOPING THINKING FOR LEARNING**

**Course length:** 36 hours contact time

**Entry requirements:** This is a closed module course eligible to only those primary and secondary teachers and graduate Learning Support Assistants who have already completed the ESIS 'Planning for Learning' module and at least one other module in the ESIS 'Link2learn' series

**Course content:** This course will give experienced teachers the opportunity to evaluate and reflect upon current aspects of their own classroom/school pedagogy and practice in the context of wider theoretical perspectives and research evidence about the teaching of thinking. Individuals who complete this course will be able to:

- Find, select, analyse and critically evaluate a variety of relevant theoretical perspectives and research findings from literature sources on relevant theories of thinking and the teaching of thinking skills
- Compare and contrast practical experience with theory by relating such perspectives to their own and the schools pedagogical practice
- Frame a research question which can be investigated through classroom based action research

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Sian Davies-Barnes

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree

05.5  
**EDUCATION LEADERSHIP AND MANAGEMENT**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** This course will develop participant's knowledge of current theory and practice in the field of educational management and leadership. Individuals who complete this course will be able to:

- Demonstrate critical awareness of current issues, theories and debates about management and leadership in education
- Show comprehensive knowledge of current research literature on leadership and management in education
- Relate their understand to different points of view in the wider political and social context
- Apply their knowledge successfully to practical situations, demonstrating self-direction and originality in tackling and solving problems
- Act autonomously to plan and implement a research project in educational management and leadership

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Dr Cecilia Hannigan Davies

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree



05.6

### EDUCATION OUTSIDE THE CLASSROOM

**Course length:** 2 days

**Entry requirements:** No formal qualifications although candidates should be working with/ have ability to work with young children

**Course content:** This course addresses the barriers of taking children out of the classroom and provides skills and confidence to offer experiential learning to children in their local environment, with particular reference to using wooded areas. The course will cover:

- A history of forest Schools and help in establishing their own forest School
- Relevant Health and Safety requirements when working in the natural environment
- Help in creating a series of outdoor experiences for the chosen age phase
- Advice on the use of personal protective equipment
- Advice on the use and care of hand tools appropriate for activities with their chosen age phase
- Advice on shelter building using natural resources

**Course aimed at:** Primary School Teachers or individuals who work with young children

**Programme Leader:** Martin Cook

05.7

### INTRODUCTION TO PHILOSOPHICAL ENQUIRY IN SCHOOLS: LEVEL 1 TRAINING

**Course length:** 2 days

**Entry requirements:** No formal qualifications although individuals should be working in an educational environment

**Course content:** The New Key Skills Framework in Wales emphasises the need for schools to effectively find ways of developing thinking skills in the classroom. Philosophy for Children (P4C) provides teachers with an effective and stimulating way of developing these skills and has shown to have a positive impact across the curriculum. At the end of the course individuals should be able to:

- Begin to develop their knowledge of theory and practice of P4C
- Understand how to facilitate an enquiry
- Appreciate the value of using P4C within the classroom
- Understand the role of the facilitator in promoting a positive and respectful community and opportunities that enhance children's development

**Accreditation:** The course is accredited by SAPERE, the Society for Advancing Philosophical Enquiry and Reflection in Education.

**Course aimed at:** Head teachers, senior managers of school as well as teachers who aim to introduce Philosophy for Children into schools. The course can be offered at UWIC or can be delivered as whole school training within a school

**Programme Leader:** Jo Bowers

05.8

### KILNWORK: WORKING WITH CLAY IN THE CLASSROOM ENVIRONMENT

**Course length:** 2 days

**Entry requirements:** No formal qualifications but candidates should have an interest in Ceramics

**Course content:** This course will develop an understanding of the safe and effective use of the kiln as a resource. Further, it will provide a means to develop ceramics as a medium relevant to Art and Design when working with clay within the classroom environment. The course will be hands-on, enabling those engaged with the course to gain the most from their experience. Whilst the skill is essentially practical, there are theoretical/cognitive elements built into the programme

**Course aimed at:** Student teachers wishing to develop their skills beyond that included in their existing curriculum and also teachers in both Secondary and Primary schools wishing to gain an insight into kilnwork/ceramics

**Programme Leader:** Kelly Campbell

05.9

### LEARNING AND TEACHING PEDAGOGY

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** The course will:

- Familiarise participants with some of the main features of the corpus of research literature on learning and teaching pedagogy
- Critically examine current approaches to learning and teaching pedagogy, including learning theories (such as VAK, accelerated learning and Multiple Intelligence), emotional intelligence, personalised learning, learner voice, cognitive neuroscience, assessment for learning and approaches to teaching, including teacher education and professional development
- Locate the above within current education policy developments in Wales and, in particular, to align them with the National Pedagogy Strategy and the Education Effectiveness Framework
- Enable participants to undertake a guided review of an identified aspect of learning and teaching pedagogy within their own situation, employing the techniques of action research

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Professor David Egan

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree





05.10  
**MANAGING GROUPS AND BEHAVIOUR**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** Individuals who complete the course will be able to:

- Appreciate the link between social and emotional development and behaviour
- Understand the importance of early experiences in formulating behaviour patterns
- Be aware of the importance of fostering home/school links in addressing behaviour difficulties
- Use group and behaviour management strategies in a reflective way
- Analyse and evaluate a range of theoretical ideas on behaviour management
- Engage in self-study to develop their professional knowledge and practice

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Practitioners in schools, nurseries, Foundation Phase settings, child minders etc

**Programme Leader:** Susan Davis

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.11  
**MENTORING AND COACHING IN ACTION**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** Individuals who complete the course will be able to:

- Implement and evaluate skills and strategies within the mentoring and coaching process
- Analyse critically and reflect upon the skills, processes, implications and outcomes of the mentoring-coaching relationship
- Reflect on the learning of the mentee, mentor and the impact on the organisation
- Make recommendations for future practice
- Develop a policy framework for the implementation, management and evaluation of mentoring-coaching policies and practice within their organisation

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Gill Jones

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree

05.12  
**MENTORING AND COACHING:  
PRINCIPLES, POLICIES AND SKILLS**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** Individuals who complete the course will be able to:

- Analyse and evaluate mentoring/coaching practice in their own organisation
- Discuss the role and skills of the mentor/coach with reference to the literature
- Investigate different models of mentoring/coaching
- Describe the similarities and differences between mentoring and coaching
- Evaluate critically the role emerging technology plays in supporting effective mentoring/coaching schemes
- Formulate their own views on good educational practice in the area of mentoring/coaching in their own organisation

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Paul Herrington

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree

05.13  
**MUSIC TECHNOLOGY FOR TEACHERS**

**Course length:** 1 day

**Entry requirements:** Basic computer skills, with some midi/audio recording knowledge would be advantageous although not necessary

**Course content:** The format includes a presentation that introduces the Digital Audio Workstation, the fundamentals of MIDI, the criteria for hardware selection and the management of analogue and digital audio material. The second half of the course is a practical session that applies these techniques to MIDI and audio sequencing, using Cubase SX. The course takes place in a purpose equipped music laboratory that provides individual access to workstations and includes a 700 page "NOW let's make music!" pack that covers 10 arrangements of popular songs for the classroom plus a CD with backing tracks and MIDI files

**Course aimed at:** Teachers of secondary music who wish to confirm and develop their knowledge of the first principles of music technology. The course may benefit teachers who are preparing to deliver this subject for the first time, those who are researching the purchase of new equipment and teachers who are beginning to use sequencers in lessons

**Programme Leader:** John Caddick



05.14  
**PREPARING TO TEACH IN THE POST  
 COMPULSORY EDUCATION AND TRAINING  
 (PCET) SECTOR**

**Course length:** 10 weeks

**Entry requirements:** Level 3 or equivalent in the subject they are teaching, or intend to teach

**Course content:** The Preparing to Teach in PCET programme is a part-time course of study that aims to provide individuals with the skills, knowledge, support and encouragement to teach adult learners. It has been devised to meet the minimum requirements expected of those teaching/training in the post-compulsory sector of education and training. The course is currently endorsed by Lifelong Learning UK (LLUK; formerly the Further Education National Training Organisation), and has been mapped to these professional standards

The module aims to:

- Introduce course members to the roles, responsibilities and duties of a teacher entering this sector of education and training
- Enable course members to design and plan learning utilising a “systems approach” to education and training

**Academic credit:** 10 credits at Level 4

**Course aimed at:** Anyone wishing to embark on a career teaching in the post compulsory sector and meets the minimum requirements expected of those teaching/training in the post-compulsory sector of education and training

**Programme Leader:** Leanne Davies

05.15  
**PROJECT DESIGN AND MANAGEMENT  
 IN EDUCATION**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** Individuals who complete the course will be able to:

- Critically evaluate existing relevant research and apply underlying theories and concepts to their own investigative study
- Discuss and reflect upon theories of project management in education and educational change
- Prepare and present a detailed project design plan on a relevant educational issue
- Implement and manage a research project, showing understanding of how established techniques of research and enquiry are used to create and interpret knowledge in education
- Analyse and present data making sound judgements informed by current knowledge in the field
- Communicate findings effectively to others

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children’s education, lifelong learning and skills sector

**Programme Leader:**  
 Dr Cecilia Hannigan Davies

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master’s Degree

05.16  
**PROTECTING CHILDREN’S RIGHTS**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** Individuals who complete the course will be able to:

- Demonstrate a working knowledge of UK legislation on child protection
- Show an awareness of the impact of recent legislation on child protection
- Be aware of aspects of child protection relating to ICT (Internet)
- Develop a holistic approach to working with children’s needs
- Appreciate the importance of child protection within the educational setting
- Recognise and respond to concerns in practice

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Education professionals and support staff working with children’s education, lifelong learning and skills sector, childminders, social service staff etc

**Programme Leader:** Susan Davis

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.17  
**RESEARCHING EDUCATION**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** This course will promote a critical reflection on educational practice and theory, and develop understanding of the importance of educational research and investigation, and the way it supports the development of educational practice and theory. Individuals who complete the course will be able to:

- Develop and defend an issue for investigation related to their own professional practice and wider educational context
- Justify their chosen mode of investigation in relation to their own professional needs and demonstrate how it has been shaped by reference to current research
- Implement an investigation in an appropriate systematic manner, successfully employing a range of strategies for gathering and recording data
- Disseminate the results of their research drawing upon the evidence gathered and demonstrating their ability to analyse and interpret their findings with appropriate rigour

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and support staff working with children’s education, lifelong learning and skills sector

**Programme Leader:**  
 Dr Cecilia Hannigan-Davies

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master’s Degree



05.18  
**SCHOOL EFFECTIVENESS**

**Course length:** 36 hours contact time

**Entry requirements:** Relevant Degree or equivalent professional experience

**Course content:** This course will enable participants to undertake a guided review of an identified aspect of school effectiveness within their own work situation, using the techniques of action research. Individuals who complete the course will be able to demonstrate:

- A broad knowledge of the main features of international research on school effectiveness
- A critical understanding of the School Effectiveness paradigm and its constituent elements
- Knowledge and critical understanding of the school effectiveness within their own work situation, employing the techniques of action research

**Academic credit:** 30 credits at Masters Level

**Course aimed at:** Education professionals and senior staff working with children's education, lifelong learning and skills sector

**Programme Leader:** Professor David Egan

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree

05.19  
**SUPPORTING LEARNING AND TEACHING/  
CURRICULUM ISSUES**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** Individuals who complete this course will:

- Be able to use a range of strategies to promote learning
- Know how to support learning and teaching in their particular area of work
- Be familiar with the particular curriculum guidance related to their area of work
- Understand the requirements of the curriculum, including Y Cwricwlwm Cymreig
- Demonstrate an increased understanding of how the curriculum and assessment are interlinked
- Be aware of a range of different approaches to curriculum delivery and how to evaluate them
- Reflect on theoretical ideas and apply these to practice

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Practitioners in schools, nurseries, Foundation Phase settings

**Programme Leader:** Cheryl Anthony

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.20  
**THE VALUE OF PLAY**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** Individuals who complete this course will be able to:

- Demonstrate the importance of play in a child's development
- Show an understanding of the role of the adult in developing and enhancing play opportunities
- Use play as a diagnostic tool on their practice
- Plan play activities to promote learning and development
- Analyse and comment on play theory
- Analyse and comment on the role of the play worker and play therapist

**Academic credit:** 20 credits at Level 5

**Course aimed at:** Practitioners in schools, nurseries, Foundation Phase settings, child minders etc

**Programme Leader:** Susan Davis

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE

05.21  
**WORKING WITH PARENTS AND OTHER  
PROFESSIONALS**

**Course length:** 1 academic term

**Entry requirements:** None - but experience of working with young children would be an advantage

**Course content:** Individuals who complete this course will be able to:

- Demonstrate current issues and theories relating to parental involvement and partnership
- Analyse and reflect on the role of parents in the learning process and development of children
- Demonstrate an understanding of the main issues, theories and aspects related to working with parents
- Reflect on the outcomes of working with parents or other professionals

**Academic credit:** 20 credits at Level 5

**Course aimed at:** Practitioners from a range of disciplines who work with parents or other professionals

**Programme Leader:** Susan Davis

**Additional information:** Individuals who complete this module can go on to complete a Level 4 Certificate in HE



Centre for Personal & Professional Development

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# 06. FOOD & DRINK INDUSTRY

A Structured Approach to New Product Development

Baking Technology

British Institute of Innkeeping (BII) National Certificate for Personal Licence Holders

Cheese and Yogurt Making

Corrective Action

Creating a Safe and Quality Orientated Culture

Food Allergy

Food Microbiology

Food Packaging

HACCP

Introduction to BRC/IOP

Introduction to Chocolate Confectionery Manufacture

Introduction to SALSA

Methods in Sensory Analysis/Evaluation and Running and Interpreting Taste Panels

Practical Food Labelling

Sugar Confectionery Technology

Understanding Meat and Fish Quality

Understanding Microbiological Results

Weights and Measures

Wine and Spirit Education Trust (WSET) Level 1 Foundation Certificate in Wines (Hospitality)

Wine and Spirit Education Trust (WSET) Level 2 Intermediate Certificate in Wines and Spirits

Wine and Spirit Education Trust (WSET) Level 3 Advanced Certificate in Wines and Spirits

06.1

## A STRUCTURED APPROACH TO NEW PRODUCT DEVELOPMENT

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course gives the delegate an overview of the NPD process from product brief to product launch, reflecting industry and retail requirements. By the end of the course delegates should be able to:

- Define the NPD process
- Identify key steps in the development process
- Implement an effective NPD process

**Course aimed at:** Technical staff, operators and owners wanting to develop new products for market

**Programme Leader:** Helen Taylor

06.2

## BAKING TECHNOLOGY

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course aims to improve the skills of the workforce with a technological approach to baking. The course will cover the following:

- Introduction to baking technology
- Theory of baking (physics & chemistry of baking)
- Practical baking including raw material interactivity bread making and/or confectionery
- Understanding baking criteria

**Course aimed at:** Staff employed as supervisors and those who wish to upgrade their skill and knowledge of baking

**Programme Leader:** Ray Newberry

06.3

## BRITISH INSTITUTE OF INNKEEPING (BII) NATIONAL CERTIFICATE FOR PERSONAL LICENCE HOLDERS

**Course length:** 1 ½ days

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover Licensing law as defines in the Licensing Act 2003 and the social responsibilities of the personal licence holder

**Course aimed at:** Anyone authorising the retail sale of alcohol in licensed premises

**Accredited by:** BII (British Institute of Inn - keeping)

**Programme Leader:** Elspeth Dale

06.4

## CHEESE AND YOGURT MAKING

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course will introduce participants to the principles of making products from milk. It will introduce delegates to the dairy industry in general and the different methods used to produce dairy products followed by practical sessions on the production of:

- Making cheese e.g. Caerphilly and processed cheese with or without seasoning
- Making yogurt e.g. Natural, fruited, probiotic, drinks and smoothies

**Course aimed at:** Farmers, small food producers and anyone interested in starting a small business or making their own products on a small scale

**Programme Leader:** Dr Ara Kanekianian





06.5  
**CORRECTIVE ACTION 'MAKE IT WORK'**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This one-day practical workshop provides an opportunity to examine the implementation of effective corrective action in the work place. The course will include the following:

- Definition of corrective action
- The corrective action work process
- Corrective action in relation to BRC Global Standard for Food Safety Issue 5
- Common problems and the solutions
- Practical examples of corrective action 'Good and Bad'
- Practical exercises

**Course aimed at:** Anyone involved in the corrective action process including individuals who may have some auditing and corrective action experience but wish to undertake focused update training

**Programme Leader:** Helen Taylor

06.6  
**CREATING A SAFE AND QUALITY ORIENTATED CULTURE**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The course will inform delegates of the various steps needed in order to develop a technically safe and quality orientated culture throughout the whole production process. The course will cover the following:

- Development of a technical system
- Application of the appropriate training
- Conducting internal audits
- Reviewing the validation process

**Course aimed at:** Anyone working in a food manufacturing environment

**Programme Leader:** David Lloyd

06.7  
**FOOD ALLERGY**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course provides an introduction to food allergens and their management. The course aims to develop an understanding of the relevance of allergy in the food manufacturing and handling industries; an understanding of current legislation related to allergens and labelling; and an understanding of the application of factors that can reduce the risk of allergen contamination

**Course aimed at:** Members of food technical teams, EHO, and those wanting to enhance their knowledge of allergen control and best practice

**Programme Leader:** Prof Arthur Tatham

**Additional information:** This short course does not include a practical element but will include brief explanations of some of the techniques used in allergen testing and detection. More detailed short courses can be arranged dependent on specific requirements

06.8  
**FOOD MICROBIOLOGY**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** Microbiology and hygiene are inextricably linked within the Food Industry. This module introduces individuals to micro organisms, their nature and properties and how they relate to the environment and food. Delegates who attend this course will have:

- Developed an understanding of the causes and types of food poisoning and spoilage
- Understand the application of factors to prevent food poisoning and minimise food spoilage

**Course aimed at:** The course is aimed at those individuals with some knowledge of microbiology

**Programme Leader:** Dr Louise Fielding

**Additional information:** This short course does not include any practical element but will briefly explain the techniques used in a microbiology laboratory. More detailed short courses can be arranged dependent on specific requirements



06.9

### FOOD PACKAGING

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course provides the delegate with an overview of food packaging. It identifies best fit and function packaging by reviewing polymer, board and other packaging categories. This course will enable delegates to:

- Determine best fit and function packaging
- Understand the affect of the supply chain on product and packaging
- Understand packaging options

**Course aimed at:** New product development technologists and technical staff with an interest in packaging

**Programme Leader:** Helen Taylor

06.10

### HACCP

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** to understand the principles of HACCP and its role in producing safe food. Food safety management systems based upon the Codex HACCP principles are a legal requirement in the UK. It is essential that those responsible for constructing the HACCP plan and monitoring CCPs are adequately trained. The course will include:

- Nature and role of HACCP in the food industry
- The seven principles of HACCP
- Risk assessment and HACCP
- The practical implementation of HACCP
- Auditing HACCP plans

**Course aimed at:** Those who are currently involved in HACCP who may be updating or implementing a new HACCP plan

**Programme Leader:** Dr Louise Fielding

**Additional information:** This short course will approach HACCP from a generic viewpoint using industry specific examples. A short course specifically aimed at one industry sector can be delivered upon request, dependent on numbers

06.11

### INTRODUCTION TO BRC/IOP

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course will cover the BRC/IOP standard for packaging. During the course delegates will be provided with an overview of the Global Standard in order to implement the system into their business. The course will:

- Define systems and procedure required for compliance to the standard
- Identify best practice
- Determine a plan for BRC/IOP implementation

**Course aimed at:** Packaging companies wanting to develop quality systems and embed them into their business

**Programme Leader:** Helen Taylor

06.12

### INTRODUCTION TO CHOCOLATE CONFECTIONERY MANUFACTURE

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** On completion of this course individuals will be able to:

- Understand and conform to health and safety procedures to ensure safety of the individual in the work place and the safe preparation of the product
- Produce speciality fillings and understand the need for the various controls required during the process of manufacture
- Identify common faults in the product and suggest corrective action

**Course aimed at:** This course is suitable for those working in the baking/catering industry who wish to expand their knowledge or diversify into this field. It is also suitable for anyone wishing to start their own business

**Programme Leader:** Ray Newberry



06.13  
**INTRODUCTION TO SALSFA**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This theory based course introduces the delegate to Safe and Local Supplier Approval standard. The course will cover the following:

- The origin of the standard
- The benefits
- The costs
- An overview of the requirements involved in achieving the standard

**Course aimed at:** All producers who want to implement and embed the SALSFA standard into their business

**Programme Leader:** Helen Taylor

06.14  
**METHODS IN SENSORY ANALYSIS/  
EVALUATION AND RUNNING AND  
INTERPRETING TASTE PANELS**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The course will provide a basic introduction to sensory analysis including difference, preference and descriptive analysis tests; it will increase competencies of staff running taste panels and taste panel members (assessors)

**Course aimed at:** Individuals who undertake sensory analysis as technicians or panellists

**Programme Leader:** Dr Ruth Fairchild

06.15  
**PRACTICAL FOOD LABELLING**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This one-day course provides an opportunity to examine UK and EU legislation relating to food labelling. This course is practical in nature with a focus on application of the law. Course materials include a course handbook useful for enabling practitioners to source further detailed legislation. The following subjects will be covered:

- The general labelling requirements for food products
- Naming products
- Listing ingredients, including allergen labelling and QUID
- Durability indications
- Claims and misleading descriptions
- Nutrition and health claims under EU regulation
- Prescribed nutrition labelling
- Product Compositional and additional labelling requirements
- Sourcing information

**Course aimed at:** Anyone involved in the generation of product labels, and is suitable for those with some labelling experience wishing to undertake update training

**Programme Leader:** Dr Vitti Allender

06.16  
**SUGAR CONFECTIONERY TECHNOLOGY**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course aims to improve the skills of the workforce with a technological approach to confectionery manufacture. Courses can be related to individual product such as chocolate or generic to cover a range of product. The course will cover the following:

- Introduction to confectionery manufacture technology
- Theory of sugar confectionery/chocolate technology
- Practical sessions including raw material interactivity
- Understanding sugar confectionery criteria

**Course aimed at:** Staff employed as supervisors who wish to upgrade their skill and knowledge of sugar confectionery

**Programme Leader:** Ray Newberry

06.17  
**UNDERSTANDING MEAT AND FISH QUALITY**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course will enable delegates to understand the important biochemical and ultra-structural changes that take place post-mortem in the conversion of muscle to meat, the endogenous and exogenous factors that affect meat quality (flavour, texture), the impact of processing and storage of fish and meat products and relating to best practice. This will allow the delegate to objectively measure meat and fish quality

**Course aimed at:** It is aimed at people working in meat or fish production who have some basic knowledge of the science

**Programme Leader:** Ian Ashton

06.18  
**UNDERSTANDING MICROBIOLOGICAL  
RESULTS**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This course aims to train non-microbiologists to interpret microbiological results and apply the appropriate reaction confidently. The course will cover the following:

- An analysis of the major types of micro organisms found in a food production environment and their likely occurrence
- How to interpret microbiological results
- How to determine acceptable levels

**Course aimed at:** Quality assessors and technical staff who are responsible for the safety of food

**Programme Leader:** Dr Louise Fielding



06.19  
**WEIGHTS AND MEASURES**

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**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This one-day course provides an opportunity to examine legislation relating to weights and measures affecting the food industry and to look at the proposed changes to the law in this area

**Course aimed at:** Individuals involved in ensuring correct weights or measures in the food industry

**Programme Leader:** Andy Hayward

06.20  
**WINES AND SPIRITS EDUCATION TRUST (WSET) LEVEL 1 FOUNDATION CERTIFICATE IN WINES (HOSPITALITY)**

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**Course length:** 9 hours

**Entry requirements:** No formal qualifications are required

**Course content:** This qualification aims to provide the basic product knowledge and skills in the service of wine to prepare and develop persons within the hospitality industry. The course will cover:

- The main styles of wine
- The WSET Level 1 Systematic Approach to Tasting
- The characteristics of the common grape varieties used to produce wine
- Service of wine
- Health, safety and legal issues
- The matching of food and wine
- End of course examination

**Accredited by:** WSET

**Course aimed at:** Those starting a career in Hospitality and with no wine knowledge

**Programme Leader:** Caroline Ritchie

06.21  
**WINES AND SPIRITS EDUCATION TRUST (WSET) LEVEL 2 INTERMEDIATE CERTIFICATE IN WINES AND SPIRITS**

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**Course length:** 12 x 2 hours

**Entry requirements:** No formal qualifications are required. Applicants are assessed on an individual basis.

**Course content:** The qualification offers a broad coverage of all product categories in the field of alcoholic drinks together with the theory of tasting techniques; food and wine matching and storage and service techniques. The course will cover:

- Factors influencing wine styles
- Grape varieties
- Key wine-producing areas of the world
- Sparkling Wines
- Sweet and fortified wines
- Spirits and Liqueurs
- Information and advice for customers and staff
- Describing the characteristics of the principle wines of the world
- Social, health, safety and legal issues
- Examination

**Accredited by:** WSET

**Course aimed at:** Those starting a career in Hospitality and/or those wanting to develop their wine knowledge for social purposes

**Programme Leader:** Caroline Ritchie

06.22  
**WINES AND SPIRITS EDUCATION TRUST (WSET) LEVEL 3 ADVANCED CERTIFICATE IN WINES AND SPIRITS**

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**Course length:** Part-time evening class over 15 weeks

**Entry requirements:** WSET Intermediate in Wines and Spirits. Sufficiently good prior knowledge, to be established via consultation with the course leader

**Course content:** The qualification provides a comprehensive coverage of the wines and spirits of the world. It develops food and wine matching skills and tasting techniques, introduces individuals to wine fault identification and social issues related to the provision of alcoholic beverages. The course will cover the following:

- Wine Production
- Identify the characteristics of the principal wines of the world
- Still wines of the world
- Sparkling wines of the world
- Liqueur wines of the world
- Spirits and liqueurs
- Information and advice for customers and staff
- Identify and assess the quality and commercial value of wine
- Social, health, safety and legal issues
- Examination

**Accredited by:** WSET

**Course aimed at:** Those wanting to advance their career within the hospitality industry, specifically in the area of food and drink, or those wanting to work in the wine trade

**Programme Leader:** Caroline Ritchie





Centre for Personal & Professional Development

(CPPD)

# 07. GRAPHIC & WEB DESIGN

- Creative Web Design 1
- Creative Web Design 2
- Creative Web Design 3
- Introduction to Graphic Design

## 07.1 CREATIVE WEB DESIGN 1

**Course length:** 10 x 3 hour sessions or 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This core module introduces you to basic HTML and WYSIWYG design using Dreamweaver. You will construct a simple user-friendly website, incorporating frames, tables, style sheets (CSS) and multimedia content, and use Photoshop techniques to create your own optimised web graphics

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Open to all abilities

**Programme Leader:** Various

**Courses that may be of interest:** Creative Web Design 2 and Creative Web Design 3; Introduction to Graphic Design

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

## 07.3 CREATIVE WEB DESIGN 3

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** Completion of Creative Web Design 1 and 2

**Course content:** This final module introduces you to Macromedia Flash, the industry standard for creating high-impact websites. You will learn how to create vector graphics and animations, incorporate buttons and interactive elements and add movies and sound to your site. You will use these skills to create a complete interactive Flash web interface

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Students who have completed Creative Web Design 2

**Programme Leader:** Various

**Courses that may be of interest:** Introduction to Graphic Design

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

## 07.2 CREATIVE WEB DESIGN 2

**Course length:** 10 x 3 hour sessions or 5 x 6 hour sessions

**Entry requirements:** Completion of Creative Web Design 1

**Course content:** This module will expand your web design skills to a professional standard. You will create sophisticated graphics and web-page layouts using Photoshop, expand your knowledge of HTML, and incorporate basic JavaScript, forms, and CSS positioning using Dreamweaver. You will also learn about using Web 2.0 to add interactivity and connections to social networks

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Students who have completed Creative Web Design 1 course and wish to develop their skills to a more advanced level

**Programme Leader:** Various

**Courses that may be of interest:** Creative Web Design 1 and Creative Web Design 3; Introduction to Graphic Design

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

## 07.4 INTRODUCTION TO GRAPHIC DESIGN

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** in this course, essential foundational elements are explained and demonstrated which, when applied, enable the course candidates to create documents like newsletters, reports, leaflets etc using similar techniques and working methods as professional graphic designers. The course will cover the following:

- Typeface Characteristics; Classification; Terminology; Typeface Personality; Harmony and contrast; Alignment; Paper; ISO classification; Categories; Page layout; Positive and neutral content; Balance; Focus and interest

**Course aimed at:** People who have little or no graphic design training but who are required to produce items in-house, such as newsletters, reports and leaflets etc

**Programme Leader:** Neil Angove

**Courses that may be of interest:** Creative Web Design 1, Creative Web Design 2 and Creative Web Design 3





Centre for Personal & Professional Development

(CPPD)

# 08. HEALTH SAFETY & ENVIRONMENTAL

Applying Health Protection Legislation

Display Screen Equipment (DSE)  
Assessor Training

IOSH Managing Safely (Institute of  
Occupational Safety and Health)

IOSH Working Safely (Institute of  
Occupational Safety and Health)

Manual Handling

NEBOSH National General Certificate

Office Safety

Risk Assessment

Wastes Management (HNC)

08.1

## APPLYING HEALTH PROTECTION LEGISLATION

**Course length:** 2 days

**Entry requirements:** None

**Course content:** The course will enable delegates to assess, prevent and manage risks to health arising from a variety of circumstances by applying the provisions of the Public Health (Control of Disease) Act 1984 (as amended) and subsidiary regulations. At the end of the course students should be able to:

- Evaluate the circumstances in which action under health protection legislation may be necessary in order to protect health
- Understand the key provisions of the Public Health (Control of Disease) Act 1984, as amended by the Health & Social Care Act 2008
- Apply the provisions of health protection legislation in order to assess, prevent and manage risks to health arising from infections, chemical and/or radiological contamination

**Academic credit:** 5 credits at Masters Level

**Course aimed at:** Environmental Health Practitioners, Health Protection Practitioners/Specialists, and Communicable Disease Control Practitioners/Specialists

**Programme Leader:** Alastair Tomlinson

**Courses that may be of interest:** MSc Applied Public Health

**Additional information:** Delegates who complete the course will receive a statement mapping their activities on the course against relevant National Occupational Standards for Health Protection and Public Health

08.2

## DISPLAY SCREEN EQUIPMENT (DSE) ASSESSOR TRAINING

**Course length:** 4 hours

**Entry requirements:** No formal qualifications are required

**Course content:** This half day course will provide candidates with the background knowledge and practical skills to perform display screen equipment assessments in the workplace. The training will follow HSE guidance (L26) and involve practical examples

**Course aimed at:** The course is designed for those in all types of businesses who need a more practical and in depth understanding of the application of risk assessment as well as those with a responsibility for carrying out risk assessments in compliance with the Health and Safety (Display Screen Equipment) Regulations 1992

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, IOSH Managing Safely, NEBOSH National General Certificate, Manual Handling, Office Safety, Risk Assessment





08.3

### **IOSH MANAGING SAFELY (INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH)**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover:

- Accident causation and prevention
- Monitoring safety performance
- Machinery safeguarding
- Fire prevention
- Human factors and communication
- Health and safety law
- Risk assessment and control
- Occupational health hazards
- Electrical safety
- Manual and mechanical handling

**Accredited by:** Institute of Occupational Safety and Health

**Course aimed at:** Managers in all types of businesses who need a basic understanding of the application of health and safety at work

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, NEBOSH National General Certificate, Risk Assessment, Manual Handling, Display Screen Equipment (DSE) Assessor Training, Office Safety

08.4

### **IOSH WORKING SAFELY (INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH)**

**Course length:** 4 days

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover the following:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting the environment

**Accredited by:** Institute of Occupational Safety and Health

**Course aimed at:** All employees who may need to be more aware of the hazards of their workplace and their work activities

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Managing Safely, NEBOSH National General Certificate, Risk Assessment, Manual Handling, Display Screen Equipment (DSE) Assessor Training, Office Safety

08.5

### **MANUAL HANDLING**

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The objective of the course is to demonstrate safe methods of handling in various commonly encountered work situations as well as examining the legal duty to assess risks and procedures for identifying, assessing and evaluating these risks. The course will cover the following:

- Accident/ill-health at Work
- Health and Safety Law
- Principles of Ergonomics
- Musculoskeletal System and Health
- Finding Ergonomic Solutions
- Kinetic Handling Techniques
- Manual Handling Operations Regulations 1992
- Types of Manual Handling Injuries
- Case Study P Pro-lapsed Disc
- Preventing Manual Handling Injuries/ill-health
- Manual Handling Risk Assessment

**Course aimed at:** The course is designed for those who conduct manual handling operations, those in all types of businesses who need a more practical and in-depth understanding of the application of manual handling risk assessment. Also those with a responsibility for carrying out risk assessments in compliance with the Manual Handling Operations Regulations 1992

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, IOSH Managing Safely, NEBOSH National General Certificate, Risk Assessment, Display Screen Equipment (DSE) Assessor Training, Office Safety

08.6

### **NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH (NEBOSH) NATIONAL GENERAL CERTIFICATE**

**Course length:** 3 hours a week for 30 weeks

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover the following:

- Health and Safety legislation: regulations and Approved Codes of Practice
- Process hazards
- Electrical and machinery safety
- Construction safety and control of contractors
- Risk assessment and management
- Safety management systems and auditing
- Accident reporting, investigation, and prevention
- Occupational health and hygiene: COSHH, noise and radiation
- Personal protection
- Fire safety

**Accredited by:** National Examination Board in Occupational Safety and Health

**Course aimed at:** Managers and supervisors with a specific responsibility for safety or safety advisors who wish to discharge their duties more effectively as well as those looking for a career in health and safety

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, IOSH Managing Safely, Risk Assessment, Display Screen Equipment (DSE) Assessor Training, Office Safety, Manual Handling



08.7

### OFFICE SAFETY

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** At the end of the course, candidates you will be able to understand the importance of safety in the office environment and identify significant hazards in the workplace; understand policies and procedures in relation to Health and Safety in the office. The course will cover the following:

- Main principles of the legal frame work in relation to the Health and Safety at Work etc Act 1974 and the Management of Health and safety at Work Regulations 1999 and associated legislation
- Fire Safety
- Policy and procedures
- Display Screen Equipment, correct workstation layout and posture etc
- Welfare regulations
- Stress Awareness, the key aspects associated with stress
- Accident Reporting and RIDDOR
- Risk Assessment, how to spot hazards and assess the risk
- Electrical Hazards
- Manual Handling

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, IOSH Managing Safely, NEBOSH National General Certificate, Risk Assessment, Display Screen Equipment (DSE) Assessor Training

08.8

### RISK ASSESSMENT

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover the following:

- Introduction to risk assessments
- Risk assessment legislation
- The Management of Health and Safety at Work Regulations 1999
- Special consideration for new and expectant mothers and young persons (under 18 years)
- Practical exercise
- What are hazards and risks?
- Definitions of risk assessment
- Identification of hazards
- Estimation/evaluation of risk
- Implementation of controls, hierarchy of controls
- Analysis of risk assessment models
- Your organisations policy, procedures and documentation
- Practical exercise
- What is suitable and sufficient?
- Questions and answers

**Course aimed at:** Managers and supervisors with a specific responsibility for safety or safety advisors who wish to discharge their duties more effectively as well as those looking for a career in health and safety

**Programme Leader:** Rhys Sherman

**Courses that may be of interest:** IOSH Working Safely, IOSH Managing Safely, NEBOSH National General Certificate, Manual Handling, UWIC Display Screen Equipment (DSE) Assessor Training, Office Safety

08.9

### WASTES MANAGEMENT (HNC)

**Course length:** 2 years part-time

**Entry requirements:** Due to the vocational and specialist nature of the programme, entry requirements will be flexible, but typically will include either five GCSE/"O" levels (including English, Maths and a Science subject) and one A-level or equivalent, or satisfactory evidence of relevant experience and knowledge gained through prior work-based or experiential learning. Applicants will also be required to demonstrate that they can benefit from the course and are able to sustain the motivation to complete the course successfully. Prospective students may be called for an interview on an individual basis

**Course content:** The programme aims to enable individuals to develop a theoretical and practical understanding of the issues relating to wastes management in the United Kingdom; and provide individuals with the opportunities to develop the necessary skills, knowledge and attitudes that will enable them to contribute effectively to the operational management of the full range of wastes management services within a variety of wastes management organisations. The course will cover the following:

- Information Technology and Study Skills
- Applying Environmental Science to the Management of Wastes
- Managing Human Resources

- Managing Financial Resources in the Wastes Industry
- Managing Legal Issues
- Managing Activities in the Wastes Industry
- Managing within Environmental Legislation
- Managing Facilities in the Wastes Industry
- Managing the Handling and Disposal of Wastes
- Project (Based around Investigating, Analysing and Reporting on a Wastes Management Topic)

**Academic credit:** 120 credits at Level 4

**Accredited by:** Chartered Institution of Wastes Management (CIWM)

**Course aimed at:** The course is particularly relevant for those seeking their first formal qualification in wastes management and is designed to develop the competencies required to perform effectively at junior to middle management level in the wastes management industry

**Programme Leader:** Andy Curnin

**Courses that may be of interest:** MSc Environmental Risk Management; MSc Wastes Management

**Additional information:** Modules from this course can be taken as standalone modules

# 09. HUMANITIES

Birth of The Modern World (1760-1914)

Empires and Colonisation (1830-1950)

Fantasy Literature: From Victorian Fairy Tales to Modern Imaginary Worlds

J.R.R. Tolkien: Myth and Middle-earth in Context

Literature and Landscapes

Novel Writing

Representing 'The Past'

Short Story Writing

The American Century (1898-2008)

The City: Identity, Sexuality and Space

The Politics of Dissent and Revolution (1780-1970)

Transgressive Texts

09.1

## BIRTH OF THE MODERN WORLD: INDUSTRIALISATION AND URBANISATION IN SOUTH WALES (1760-1914)

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** Birth of the Modern World introduces you to the significance of South Wales within British political, social and economic development, placing the locality within a national and international context. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Modern History

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Empires and Colonisation (1830-1950), The American Century (1898-2008), The Politics of Dissent and Revolution (1780-1970)

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Modern History

09.2

## EMPIRES AND COLONISATION (1830-1950)

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** Empires and Colonisation considers key theoretical aspects of empire throughout the nineteenth and early twentieth centuries, exploring theories and counter-theories of empire within European political discourse. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Modern History

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Birth of the Modern World (1760-1914), Literature The American Century (1898-2008), The Politics of Dissent and Revolution (1780-1970)

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Modern History





09.3

### J.R.R. TOLKIEN: MYTH AND MIDDLE-EARTH IN CONTEXT

**Course length:** 10 weeks

**Entry requirements:** None

**Course content:** This course will examine the J.R.R. Tolkien's legendaries, from his much-loved 'The Hobbit' and 'The Lord of the Rings', to his extended mythology most commonly known from the published Silmarillion. We will explore Tolkien's early project for a "mythology for England" and trace his inspiration and creative re-working of myth and folklore (including Anglo-Saxon, Old Norse, Celtic, Arthurian and Classical material) and the literary tradition (from Shakespeare to Victorian and Edwardian literature). We will look at Tolkien's invented languages and alphabets as an integral part of his mythology; discuss Tolkien's portrayal of the "races" and cultures of Middle-earth, and end with a consideration of Tolkien's continuing influence on popular culture, including Peter Jackson's film adaptation of The Lord of the Rings

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Undergraduate students and adult learners interested in fantasy literature

**Programme Leader:** Dr Dimitra Fimi

**Courses that may be of interest:** Fantasy Literature: From Victorian Fairy Tales to Modern Imaginary Worlds

**Additional information:** This is an online course, delivered through UWIC's virtual learning environment

09.4

### FANTASY LITERATURE: FROM VICTORIAN FAIRY TALES TO MODERN IMAGINARY WORLDS

**Course length:** 10 weeks

**Entry requirements:** None

**Course content:** This course will explore the fascinating world of fantasy literature, from its Victorian roots to its most recent examples. We will start with Victorian and Edwardian fantasists (William Morris, George MacDonald, and the mythology of childhood developed by Charles Kingsley and J.M. Barrie), explore the enormous impact on fantasy of J.R.R. Tolkien's The Hobbit and The Lord of the Rings; evaluate Tolkien's legacy (C.S. Lewis Narnia books, and Terry Brooks and Stephen Donaldson's work); look at the best works of American fantasy (including Frank Baum's Wizard of Oz and Ursula Le Guin's Earthsea series) and debate whether science fantasy exists as a sub-genre by looking at Frank Herbert's Dune, and the Star Wars (extended) mythology. We will end with looking at fantasy in contemporary popular culture, focusing on TV fantasy and its powerful female heroines (including the mythology of Buffy the Vampire Slayer), and some discussion of the future of fantasy as a literary and popular culture genre

**Academic credit:** 20 credits at Level 6

**Course aimed at:** Undergraduate students and adult learners interested in fantasy literature

**Programme Leader:** Dr Dimitra Fimi

**Courses that may be of interest:** J.R.R. Tolkien: Myth and Middle-earth in Context

**Additional information:** This is an online course, delivered through UWIC's virtual learning environment

09.5

### LITERATURE AND LANDSCAPES

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** in the module Literature and Landscapes, you'll examine artistic and literary representations of landscape, and engage with the complex social, cultural and aesthetic factors that contribute to the formation of identity. This includes examining the interrelation of aesthetic, cultural and social practices in representations of landscape; analysing intellectual, cultural, historical and sociological pressures underlying the various responses to landscape; considering how the idea of landscape is experienced and represented for different identities in a range of texts. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in English

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Novel Writing, Representing 'the Past', Short Story Writing, The City: Identity, Sexuality and Space, Transgressive Texts

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in English

09.6

### NOVEL WRITING

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** Novel Writing provides an introduction to the art and techniques of novel writing. By the end of the module you will have completed a portfolio of work that could potentially be submitted to relevant national competitions and literary agents. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Creative Writing

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Literature and Landscapes, Representing 'the Past', Short Story Writing, The City: Identity, Sexuality and Space, Transgressive Texts

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Creative Writing



09.7  
**REPRESENTING 'THE PAST'**

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**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** in Representing 'The Past', you will consider how we interpret 'the past' within a cultural context. Looking at both textual and extra-textual appropriations, and by showing how meanings of 'the past' are contested at any one time, we shall consider how certain interpretations are naturalised and legitimated within culture. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in English

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Literature and Landscapes, Novel Writing, Short Story Writing, The City: Identity, Sexuality and Space, Transgressive Texts

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in English

09.8  
**SHORT STORY WRITING**

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**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** Short Story Writing provides a practical engagement with the development and techniques associated with short story writing. By the end of the module you will have completed a portfolio of work that could potentially be submitted to relevant national competitions and literary agents. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Creative Writing

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Literature and Landscapes, Novel Writing, Representing 'the Past', The City: Identity, Sexuality and Space, Transgressive Texts

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Creative Writing

09.9  
**THE AMERICAN CENTURY (1898-2008)**

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**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** in The American Century you'll examine the history, culture, processes and politics behind the evolution of US foreign policy. This will include:

- The major theories of American foreign policy
- The history, culture, processes and politics behind the evolution of US foreign policy
- The evolution of US foreign policy in context of wider growth of American economic and political power
- The major episodes in the history of American foreign policy
- The historical and interpretive controversies that surround aspects of US foreign policy
- Current policy controversies
- Contemporary challenges to American interests in global arena
- Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Modern History

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Birth of the Modern World (1760-1914), Empires and Colonisation (1830-1950), The Politics of Dissent and Revolution (1780-1970)

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Modern History

09.10  
**THE CITY: IDENTITY, SEXUALITY AND SPACE**

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**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** The module provides an opportunity to consider representations of the urban by examining the ambiguous effects of the construction and experience of the city for various identities and groups. More specifically the module engages in theories relevant to space, place and the city; considers how the city is experienced and represented for different identities in a range of texts from the long twentieth century and addresses urban and city space through a number of thematic concerns. Teaching is enhanced by the use of e-learning

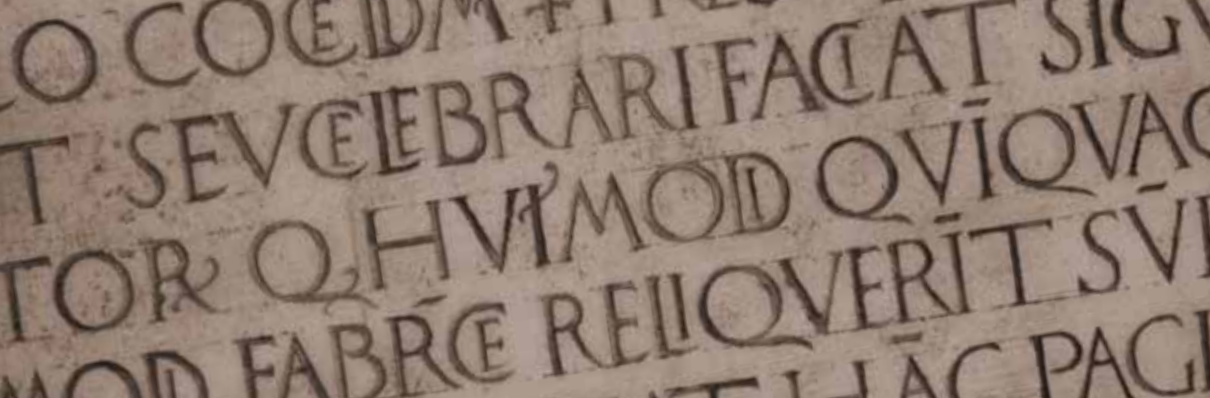
**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in English

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Literature and Landscapes, Novel Writing, Representing 'the Past', Short Story Writing, Transgressive Texts

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in English



09.11  
**THE POLITICS OF DISSENT AND REVOLUTION  
(1780-1970)**

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** in this module you will investigate the nature of revolutionary and oppositional politics, analysing the extent to which the politics of the 'anti-' have helped shape modern society. This will include:

- The nature of revolutionary and oppositional politics
- Strands of dissenting thought and activity
- The extent to which the politics of the 'anti-' have helped to shape modern society
- The pluralistic nature of political thought, ideas, and actions
- Contemporary 'hot spots' of oppositional political activity
- The need for wide-ranging political opinions in a diverse world
- Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in Modern History

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Birth of the Modern World (1760-1914), Empires and Colonisation (1830-1950), The American Century (1898-2008)

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in Modern History

09.12  
**TRANSGRESSIVE TEXTS**

**Course length:** 12 taught weeks

**Entry requirements:** Relevant degree or work experience

**Course content:** Transgressive Texts challenges the changing cultural positions of author, text and reader. By probing how such works demonstrate cultural or textual deviance, you will learn the politics of transgression and subversion. More specifically, the module critically engages with theories relevant to transgression; develops an understanding of transgression in a variety of forms and contexts; and considers texts as sites of cultural resistance. Teaching is enhanced by the use of e-learning

**Academic credit:** 20 credits at Masters Level

**Course aimed at:** Those wishing to pursue postgraduate study in English

**Programme Leader:** Spencer Jordan

**Courses that may be of interest:** Literature and Landscapes, Novel Writing, Representing 'the Past', Short Story Writing, The City: Identity, Sexuality and Space

**Additional information:** Individuals who complete this module can go on to complete a Postgraduate Certificate; Postgraduate Diploma; or a Master's Degree in English





# 10. IT & SOFTWARE

European Computer Driving License (ECDL)

Introduction to Pro Tools 8

Microsoft Access Introduction

Microsoft Access Intermediate

Microsoft Excel Introduction

Microsoft Excel Intermediate

Microsoft PowerPoint Introduction

Microsoft PowerPoint Intermediate

Microsoft Publisher Introduction

Microsoft Word Introduction

Microsoft Word Intermediate

Centre for Personal & Professional Development

(CPPD)

## 10.1 EUROPEAN COMPUTER DRIVING LICENSE (ECDL)

**Course length:** Flexible up to 3 years

**Entry requirements:** No formal qualifications or prior knowledge of IT or computer skills are required

**Course content:** This flexible programme covers seven modules which can be taken in any order and at any time over three years. All modules have to be passed to gain the qualification and include:

- Security for IT Users
- IT User Fundamentals
- Word Processing
- Spreadsheet Software
- Database Software
- Presentation Software
- Using Email and the Internet

**Accredited by:** British Computing Society

**Programme Leader:** Rhian Hunter-Jones

**Courses that may be of interest:** Other Microsoft package courses

## 10.2 INTRODUCTION TO PRO TOOLS 8

**Course length:** 10 weeks

**Entry requirements:** Basic computer skills, with some midi/audio recording knowledge would be advantageous although not necessary

**Course content:** The course aims to develop a good knowledge of Pro Tools 8 and give a more comprehensive understanding of mix and edit screens. A range of techniques for importing and exporting a variety of audio formats such as mp3, WAV and midi formats are explored. The course also includes assigning automation to a mix and finalising a track to CD. The course will cover:

- Getting to know Pro Tools
- Getting inside Pro Tools
- Creating your first session
- Making your first MIDI recording
- Making your first audio recording
- Importing Media
- Selecting and navigating
- Basic editing techniques
- Introduction to mixing
- Finishing your work
- Comping Tracks

**Course aimed at:** Individuals who have an interest in developing their skills for home recording or for future candidates wishing to enrol as Music Production degree students

**Programme Leader:** Viv Lock





### 10.3 MICROSOFT ACCESS INTRODUCTION

**Course length:** 6 hours

**Entry requirements:** None

**Course content:** in this course you will learn how to:

- Start Access
- Display help information
- Create a new database and a new table
- Enter records in Datasheet view
- Print the datasheet of a table
- Create a form
- Enter records in form view
- Edit records in Datasheet view and in form view
- Use the Find feature
- Delete records in Datasheet view and in form view
- Modify the Datasheet view of a table
- Sort the records in a table
- Filter the records in a table
- Create a simple query
- Create a query in Design view
- Modify a query
- Create a simple tabular report
- Create a grouped tabular report
- Modify a report
- Copy, rename and delete database objects
- Compact and repair a database
- Import spreadsheet data and text into an Access table

**Course aimed at:** Individuals who have no experience of using Microsoft Access

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL

### 10.4 MICROSOFT ACCESS INTERMEDIATE

**Course length:** 6 hours

**Entry requirements:** Some experience in working with Access is required.

**Course content:** in this course you will learn how to:

- Specify a required field in a table
- Define a default field value in a table
- Add a Memo field to a table
- Display multiple tables on the Access desktop
- Resize and reposition the Table window
- Create a relationship between two tables in a database
- Display and use a subdatasheet
- Design a custom form
- Add a header and footer to a form
- Create a query to extract information from multiple tables
- Create a query to generate summary information
- Create a report of information in multiple tables
- Add a calculated control to a report
- Create a data access page
- Add a PivotTable and a PivotChart to a data access page
- Add a Lookup field to a table
- Define an input mask for a field
- Export an Access datasheet to Microsoft Office Excel
- Use the Database Wizard

**Course aimed at:** Individuals who have some experience of using Microsoft Access

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft package courses and ECDL

### 10.5 MICROSOFT EXCEL INTRODUCTION

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Start Excel
- Use the Excel menu system, toolbars and task panes
- Display help information
- Open and close a file
- Enter labels and values into a worksheet
- Enter a formula into a worksheet
- Adjust column width and row height in a worksheet
- Print a worksheet
- Open a new workbook
- Use the Spelling Checker
- Automatically fill a range
- Copy and move cells
- Automatically compute a row or column total
- Insert and delete rows and columns
- Realign cell entries
- Reset font options for cell entries
- Reset the number format of cell entries
- Add a border and shading to a worksheet
- Change the page setup for a worksheet
- Preview a worksheet
- Insert a manual page break into a worksheet
- Print selected worksheet entries
- Use Excel functions

**Course aimed at:** Individuals who have no experience of using Microsoft Excel

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL

### 10.6 MICROSOFT EXCEL INTERMEDIATE

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Find and replace a specific entry
- Use the Paste Special dialog box
- Create and apply a style
- Use alignment options in the format Cells dialog box
- Enter an absolute cell reference into a formula
- Use the IF function
- Use the PMT and FV functions
- Use the DATE and NOW functions
- Plot a chart
- Modify and enhance a chart
- Sort the records of a list
- Filter the records of a list
- Insert a new worksheet into a workbook
- Delete a worksheet from a workbook
- Enter a formula to link related worksheets
- Format multiple worksheets
- Split the Workbook window into panes
- Hide rows and columns of a worksheet
- Change the zoom level of a worksheet
- Insert a picture into a worksheet
- Insert a diagram into a worksheet
- Use an Excel template to create a workbook
- Preview and save Excel data as a Web page
- Insert a hyperlink into a worksheet
- Insert comments into a worksheet

**Course aimed at:** Individuals who have some experience of using Microsoft Excel

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL



10.7  
**MICROSOFT POWERPOINT INTRODUCTION**

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Start PowerPoint
- Display help information
- Create a new presentation
- Save a presentation
- Add an AutoShape to a slide
- Add text to an AutoShape
- Print slides
- Add a PowerPoint table to a slide
- Format a PowerPoint table
- Add a PowerPoint chart to a slide
- Modify the components of a PowerPoint chart
- Insert a clip art image into a slide
- Apply a design template to a presentation
- Change the colour scheme for slides
- Modify the Slide Master and the Title Master
- Enter text on a notes page
- Run a slide show
- Add transition effects to slides
- Use the Spelling Checker and the Thesaurus
- Reset and replace fonts in a presentation
- Export a presentation to Microsoft Office Word

**Course aimed at:** Individuals who have no experience of using Microsoft PowerPoint

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL

10.8  
**MICROSOFT POWERPOINT INTERMEDIATE**

**Course length:** 6 hours

**Entry requirements:** Some experience in working with PowerPoint is required

**Course content:** in this course you will learn how to:

- Add a Microsoft Office Word table and a Microsoft Office Excel chart to a slide
- Create an organisation chart
- Create a WordArt text block
- Stack and group AutoShapes
- Change the level of an AutoShape
- Align and distribute AutoShapes
- Insert a sound clip and a movie clip into a slide
- Manually branch to a specific slide in a slide show
- Create a hyperlink branch to a specific slide
- Add animation effects and timings to slides
- Create a custom slide show
- Include comments in a presentation
- Merge edited versions of a presentation into the original presentation
- Accept and reject reviewer changes to a presentation
- Import an outline document into PowerPoint
- Preview and save a presentation as a Web page
- Save a presentation for use on another computer
- Schedule a presentation broadcast

**Course aimed at:** Individuals who have some experience of using Microsoft PowerPoint

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL



10.9

### MICROSOFT PUBLISHER

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Start Publisher
- Display Help information
- Use Publisher templates
- Zoom into and out of a publication
- Apply a fill colour to a text box
- Reformat text in a text box
- Resize and move a text box
- Print a publication
- Insert a personal information component
- Insert a text box into a publication
- Insert a picture into a publication
- Group objects in a publication
- Insert a masthead and an attention getter
- Set up columns in a publication
- Import text into a text box
- Add a new page to a publication
- Draw shapes
- Adjust, rotate and flip a shape
- Change the level of a shape
- Create and format a table
- Create a WordArt text block
- Create a hyperlink
- Change the background of Web pages
- Preview Web pages
- Create and apply a style to text
- Find and replace text in a publication
- Use the page sorter
- Customise Publisher

**Course aimed at:** Everyone

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL

10.10

### MICROSOFT WORD INTRODUCTION

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Start Word
- Use the Word menu system, the Word toolbars and Word task panes
- Display help information
- Reset the working folder
- Enter text into a document
- Save and print a document
- Insert and delete text
- Reverse an edit operation
- Find and replace text in a document
- Move and copy a text block
- Change the zoom level of a document
- Apply attributes to text
- Apply a new font and font size to text
- Indent a paragraph
- Reset line and paragraph spacing
- Reset paragraph alignment in a document
- Reset the margins of a document
- Set and clear tab stops in a document
- Create a bulleted/numbered list
- Use the Spelling and Grammar Checker
- Use the Thesaurus and Translation dictionary
- Define and insert an AutoText entry
- Use a template to create a document
- Insert symbols and special characters
- Preview and save a document as a Web page

**Course aimed at:** Individuals who have no experience of using Microsoft Word

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL

10.11

### MICROSOFT WORD INTERMEDIATE

**Course length:** 6 hours

**Entry requirements:** No formal qualifications are required

**Course content:** in this course you will learn how to:

- Find and replace formatting and special characters in a document
- Add special effects to text
- Adjust character spacing in a document
- Create a multiple-section document
- Insert a table into a document
- Convert text to a table
- Create parallel columns and newsletter-style columns in a document
- Edit and restructure newsletter-style columns
- Insert a chart and a diagram into
- Apply styles to text
- Modify a style for the current document

- Format a document for Outline view
- Work in Outline view
- Add a border and shading to text
- Add a header/footer and page numbers
- Print specific pages of a document
- Track changes in a document
- Insert comments into a document
- Respond to proposed changes and comments in a document
- Distribute a document via e-mail
- Insert a picture into a document
- Create a drawing in a document
- Insert a hyperlink into a document

**Course aimed at:** Individuals who have some experience of using Microsoft Word

**Programme Leader:** Various

**Courses that may be of interest:** Other Microsoft courses and ECDL



Centre for Personal & Professional Development

(CPPD)

# 11. PERSONAL DEVELOPMENT

Achieving Excellence in Communication  
- an Introduction to Neuro-Linguistic  
Programming (NLP)

Child Care Law

Customer Service

Preparing for Higher Education

Professional Presentation Skills

Stress Management Skills

Time Management

Train the Trainer



11.1

## ACHIEVING EXCELLENCE IN COMMUNICATION - AN INTRODUCTION TO NEURO-LINGUISTIC PROGRAMMING (NLP)

**Course length:** 1 day

**Entry requirements:** None

**Course content:** Neuro-linguistic Programming is increasingly used to increase effectiveness in the NHS, business, sport and education to achieve better results. NLP was founded to model excellence. By establishing exactly how someone achieves something, excellence can be 'installed' and repeated again and again. This workshop introduces proven, safe and highly effective NLP techniques for personal and professional use that will enable you to:

- Have increased self understanding to make you even more effective in the workplace and at home
- Build and maintain rapport
- Understand how verbal and written language and its use has a direct impact on the effectiveness of your communication with others
- Enhance feedback skills
- Build confidence in resolving conflict and seeing others' points of view

- Set and achieve goals, be aware of how to move things forward in a new way
- Be aware of what behaviours to change to get the results you want

**Programme Leader:** Francesca Cooper

**Courses that may be of interest:** Customer Service, Professional Presentation Skills, Stress Management, Time Management

**Additional information:** See also courses in the Business & Management section





11.2

### CHILD CARE LAW

**Course length:** 4 x 3 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:**

Session 1: Social Care practice and the law

Session 2: Children in need and child protection

Session 3: Children looked after and leaving care

Session 4: Domestic violence and anti social behaviour

By the end of the course participants will be able:

- To outline the main legal powers and duties in four areas of law
- Through case studies, discuss the difficulties of applying law to practice
- To check their legal knowledge and to ask questions

**Course aimed at:** People working with children in a social care setting who need an introduction to the law or to refresh their knowledge of the law

**Programme Leader:** David Miller

11.3

### CUSTOMER SERVICE

**Course length:** 1 day

**Entry requirements:** No formal qualifications are required

**Course content:** This practical and stimulating course provides participants with the understanding, ideas and techniques they need to be successful when dealing with customers. The course will give delegates the opportunity to address their own situation with external and internal customers

**Course aimed at:** Anyone interested in developing their customer service skills

**Programme Leader:** Elspeth Dale

**Courses that may be of interest:** Presentation Skills, Stress Management, Time Management

**Additional information:** See also courses in the Business & Management section

11.4

### PREPARING FOR HIGHER EDUCATION

**Course length:** 1 week

**Entry requirements:** No formal qualifications are needed

**Course content:** The course includes the following:

- Introduction to the academic study skills required for effective learning and assessment at university
- Using academic resources to enhance learning including Virtual Learning Environments (Blackboard) and library/web-based resources
- Avoiding plagiarism and the conventions for in-text and end-text citation (referencing)
- Critical thinking, critical reading
- Presentation skills and public speaking in an academic context
- Reflective practice
- Introduction to the social aspect of University life and the impact this has upon time management skills;
- Financial issues, support, budgeting

**Academic credit:** 10 Credits at Level 3

**Course aimed at:** Learners with an intention to study at university, including Lower Sixth (or equivalent)

**Programme Leader:** Richard Marsden

11.5

### PROFESSIONAL PRESENTATION SKILLS

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** Our Presentation Skills course aims to provide a flexible and professional experience that develops participants' presentation skills. The course will include the following:

- Knowing your audience
- Planning and preparing the presentation
- Structuring the presentation
- Making use of software
- Delivering the presentation
- Reflecting upon and evaluating performance

**Course aimed at:** Anyone who wants to develop their presentation skills

**Programme Leader:** Leanne Davies

**Courses that may be of interest:** Customer Service, Stress Management, Time Management, Train the Trainer

**Additional information:** See also courses in the Business & Management section



11.6

### STRESS MANAGEMENT SKILLS

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**Course length:** 3 hours

**Entry requirements:** No formal qualifications are required

**Course content:** The Stress Management workshop aims to help you understand the concept of stress and to reflect on the causes of stress. We will look at the impact of stress on the workplace and see how exactly stress is affecting your life. The course will cover the following:

- Examine the meaning of stress
- Look at the reasons we get stressed
- Discuss the issues of workplace stress
- Consider stress effects on health
- Explore ways of dealing with stress
- Investigate our personal “stress score”

**Course aimed at:** Anyone interested in developing their Stress Management skills

**Programme Leader:** Various

**Courses that may be of interest:** Customer Service, Professional Presentation Skills, Time Management

**Additional information:** See also courses in the Business & Management section

11.7

### TIME MANAGEMENT

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**Course length:** 3 hours

**Entry requirements:** No formal qualifications are required

**Course content:** The course aims to assist you in developing the skills necessary to manage your time effectively, enabling you to take control of your workload and reduce the stressful effects of work overload. We can show you how to make the most of your time to achieve the maximum benefits with the time available to you, whatever that may be. The course will cover the following:

- Look at how we manage time
- Find out how we really spend our time
- Examine how to plan small scale
- Tackle the right tasks first
- Decide what our personal priorities are
- Plan to make the best use of our time

**Course aimed at:** Anyone interested in developing their Time Management skills

**Programme Leader:** Various

**Courses that may be of interest:** Customer Service, Professional Presentation Skills, Stress Management

**Additional information:** See also courses in the Business & Management section

11.8

### TRAIN THE TRAINER

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**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** The course will cover the following:

- Role of the trainer
- How people learn
- How to design your training
- Selecting training methods and using visual aids
- Managing trainees
- Measuring training outcomes and giving feedback
- Evaluating training

**Course aimed at:** New or intending trainers who are looking to build their skills and confidence in delivering training in the workplace

**Programme Leader:** Mary Carter and Gill Jones

**Courses that may be of interest:** Customer Service, Professional Presentation Skills, Stress Management, Time Management

**Additional information:** See also courses in the Business & Management section



# 12. PHOTOGRAPHY

- Advanced Digital Photography
- Black and White Photography
- Colour Photography
- Constructed Images
- Digital Photography
- Documentary Photography
- Introduction to Digital Video
- Introduction to Photography: Beginners
- Introduction to Photography: Intermediate
- Landscape Photography
- Photographing People
- Photography and Narrative
- Photography and Place
- Photography and Society
- Photography and Technologies

12.1

## ADVANCED DIGITAL PHOTOGRAPHY

**Course length:** 10 x 3 hour sessions

**Entry requirements:** Completion of Introduction to Photography Beginners and Intermediate

**Course content:** This course will help you understand the development of new media in photography, and develop a broad practical knowledge of Adobe Photoshop, digital photography techniques and equipment. You will use our digital darkroom to produce your own portfolio, and gain skills and confidence in making, manipulating and archiving your own digital pictures, using your own equipment

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Programme Leader:** Various

**Courses that may be of interest:** Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff







12.2

## BLACK AND WHITE PHOTOGRAPHY

**Course length:** 10 x 3 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This course aims to develop a broad practical knowledge of all aspects of black and white photography and darkroom techniques. The emphasis will be on the creative potential of black and white photography. You will produce a portfolio of black and white enlargements from your negatives, working on a chosen theme

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.3

## COLOUR PHOTOGRAPHY

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This practical course aims to improve your colour photography through a greater understanding of factors affecting the colour print. You can explore colour through taking a variety of photographs under different conditions. Course content includes basic colour theory, comparison of film types, lighting considerations and printing from your own negatives

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Academic credit:** 20 credits at Level 4

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.4

## CONSTRUCTED IMAGES

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** Experiment with photographic representation using traditional and contemporary techniques including double exposure, pinhole, montage and digital manipulation. Create special effects with cameras, in the darkroom and through creative presentation. Undertake a practical project and produce a portfolio of your own prints experimenting with a variety of techniques or concentrating on one in depth

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Academic credit:** 20 credits at Level 4

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.5

## DIGITAL PHOTOGRAPHY

**Course length:** 10 x 2 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** The aim of this course is to understand the limitations of cameras. There will be a strong emphasis on light, and the effective use of your digital camera. The course will cover:

- The links between traditional Film and Digital photography
- How to use, with confidence, the traditional functions of your camera
- Effective and creative lighting
- Framing and composition
- Selective focus
- Understanding the creative use of colour
- How to edit and evaluate your images
- The effective use of image manipulation software
- Printing and getting the most from your home printer
- By the end of the course you will be a more confident photographer, be able to pre-visualise your images and have started to develop your own personal vision

**Course aimed at:** Open to all abilities

**Programme Leader:** Various



12.6

## DOCUMENTARY PHOTOGRAPHY

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This course will examine the history and practice of documentary photography, focusing on visual narrative and study of the work of photographers in this tradition. Practical techniques are explored and students are invited to research a topic, plan, produce and present a personal photography project, or photo-story

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Academic credit:** 20 credits at Level 4

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.7

## INTRODUCTION TO DIGITAL VIDEO

**Course length:** 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** a practical course for beginners which introduces you to shooting and editing your own digital video. Learn how to get the best results from your video camera, and discover what makes moving images successful. Undertake a practical project and use Apple Final Cut Pro to produce your own edited sequence

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Open to all abilities

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.8

## INTRODUCTION TO PHOTOGRAPHY: BEGINNERS

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** a practical course for beginners which takes the guesswork out of producing the pictures you want. Learn how to get the best results from your camera and discover what makes a photograph successful. Undertake a practical project applying the skills you gain and produce a portfolio of your own photographs. Suitable for either 35mm SLR or digital camera with manual controls

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Open to all abilities

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.9

## INTRODUCTION TO PHOTOGRAPHY: INTERMEDIATE

**Course length:** 10 x 3 hour or 5 x 6 hour sessions

**Entry requirements:** Completion of Introduction to Photography: Beginners

**Course content:** This is a broad practical course that builds on your photographic skills and introduces further techniques, approaches and photographic print processes. The course will introduce you to both chemical and digital darkroom techniques, exploring exposure, contrast and colour control. You will undertake a practical project on a chosen theme, developing a series of images that employ a range of camera skills and produce a portfolio of your own photographic prints

**Course aimed at:** Students who have completed the Introduction to Photography: Beginners course and wish to develop their skills to a more advanced level

**Academic credit:** 20 credits at Level 4

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff



12.10

### LANDSCAPE PHOTOGRAPHY

**Course length:** 10 x 3 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This course explores images of the landscape in a historical and technical context. For example, we will consider time of day and weather conditions and how they influence the quality of light and evoke changing moods. You will shoot new pictures on location and produce a portfolio of your own images in colour or black and white

**Academic credit:** 20 credits at Level 4

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.11

### PHOTOGRAPHING PEOPLE

**Course length:** 10 x 3 hour sessions

**Entry requirements:** No formal qualifications are required

**Course content:** This course explores the factors involved in producing insightful portraits. Through photographing people in a variety of situations and lighting conditions, you will develop an understanding of the subject/photographer relationship. Techniques covered include differential focusing, lighting control, fill-in flash, choice of film and print presentation

**Course aimed at:** Students who have completed Introduction to Photography Beginners and Intermediate

**Academic credit:** 20 credits at Level 4

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.12

### PHOTOGRAPHY AND NARRATIVE

**Course length:** 9 x 6 hour sessions

**Entry requirements:** 120 credits at Level 4 in photography or equivalent

**Course content:** This course enables students to gain an understanding of the issues and practices concerned with working with narrative in photography, examining a range of well-established themes such as family albums, social networks, new technologies, story-telling and cinema. This course will develop a practical knowledge of using narrative, alongside a critical historical contextual understanding of a variety of established forms of photography such as documentary, phototherapy, photographic archive and media, art and domestic photography. Students will undertake a project, critically analysing the results and produce their own portfolio, applying underlying concepts and skills obtained to achieve a personal response to the themes suitable to their own interests in photography

**Course aimed at:** Students who have successfully completed 6 photography modules at Level 4 stage

**Academic credit:** 30 credits at Level 5

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Place; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.13

### PHOTOGRAPHY AND PLACE

**Course length:** 9 x 6 hour sessions

**Entry requirements:** 120 credits at Level 4 in photography or equivalent

**Course content:** This course enables students to gain an understanding of the issues and practices concerned with representation of place, examining a range of well-established themes of the environment such as location, identity and the photographic depiction of space. This course will develop a practical knowledge of photographing urban, natural, social and political environments, alongside a critical historical and contextual understanding of a variety of established forms of photography such as landscape, portraiture, documentary and art practices. Students will undertake a project, critically analysing the results and produce their own portfolio, applying underlying concepts and skills obtained to achieve a personal response to the themes suitable to their own interests in photography

**Course aimed at:** Students who have successfully completed 6 photography modules at Level 4 stage

**Academic credit:** 30 credits at Level 5

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Society; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff



12.14

### PHOTOGRAPHY AND SOCIETY

**Course length:** 9 x 6 hour sessions

**Entry requirements:** 120 credits at Level 4 in photography or equivalent

**Course content:** This course enables students to gain an understanding of the issues and practices concerning the representation of society, examining a range of well-established themes from identity, globalism, communities, mass observation, surveillance, propaganda, etc. This course will develop a practical knowledge of photographing within a social context, alongside a critical historical and contextual understanding of a variety of established forms of photography such as social documentary, landscape, portraiture, media and art practices. Students will undertake a project, critically analysing the results and produce their own portfolio, applying underlying concepts and skills obtained to achieve a personal response to the themes suitable to their own interests in photography

**Course aimed at:** Students who have successfully completed 6 photography modules at Level 4 stage

**Academic credit:** 30 credits at Level 5

**Programme Leader:** Various

**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff

12.15

### PHOTOGRAPHY AND TECHNOLOGIES

**Course length:** 9 x 6 hour sessions

**Entry requirements:** 120 credits at Level 4 in photography or equivalent

**Course content:** This course enables students to gain an understanding of the issues and practices concerning the application of technologies, from the camera obscura and early developments in the medium, through applications in identification and surveillance, to the impact of the internet, digital cameras and new media. This course will develop a practical knowledge of employing various old and new technologies, alongside a critical historical and contextual understanding of their cultural implications. Students will undertake a project, critically analysing the results and produce their own portfolio, applying underlying concepts and skills obtained to achieve a personal response to the themes suitable to their own interests in photography

**Course aimed at:** Students who have successfully completed 6 photography modules at Level 4 stage

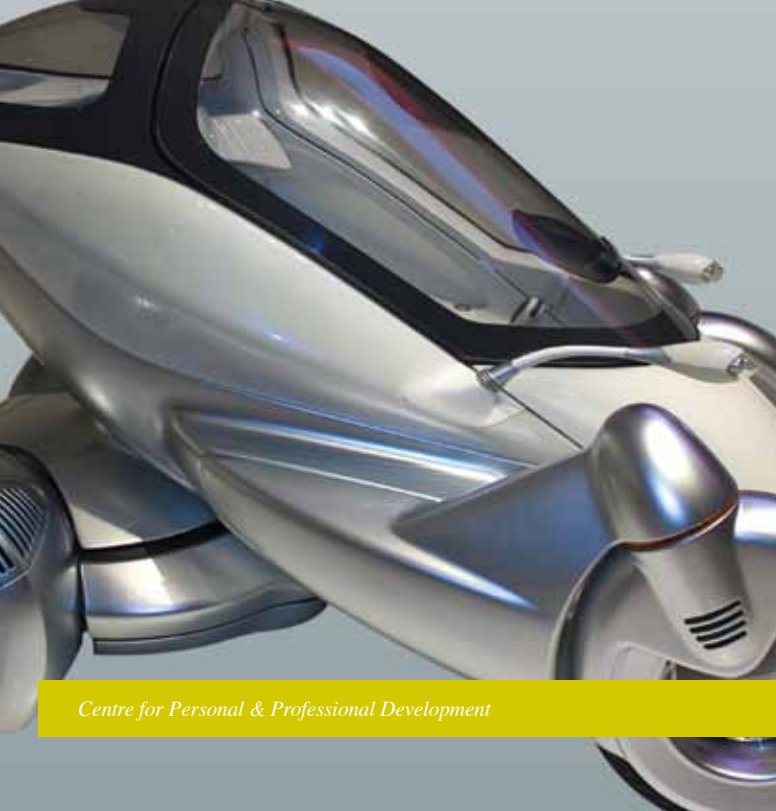
**Academic credit:** 30 credits at Level 5

**Programme Leader:** Various

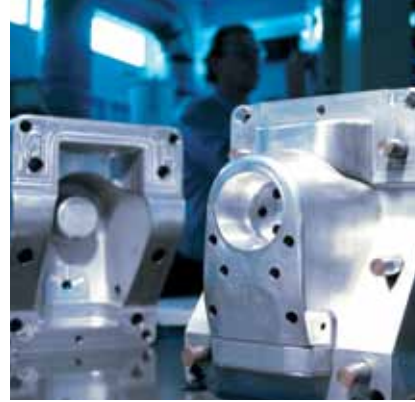
**Courses that may be of interest:** Advanced Digital Photography; Black and White Photography; Colour Photography; Constructed Images; Documentary Photography; Introduction to Adobe Photoshop; Introduction to Photography Beginners; Introduction to Photography Intermediate; Landscape Photography; Photographing People; Creative Web Design; Introduction to Digital Video; Photography and Narrative; Photography and Place; Photography and Technologies

**Additional information:** Run in partnership with Ffotogallery based at Chapter Arts Centre, Cardiff





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(CPPD)

# 13. PRODUCT DESIGN & DEVELOPMENT

Ethnography and Rapid Interactive Prototyping

Implementation of Product Development Technologies

Managing Rapid Product Development (RPD): Theory and Practice

Rapid Prototyping, New Design Technologies and Mass-Customisation for Art, Craft and Gift Sector

## 13.1 ETHNOGRAPHY AND RAPID INTERACTIVE PROTOTYPING

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** a no nonsense introduction to ethnography, both as a latent need evaluation method and as a rapid design evaluation tool. Delivered by experienced staff with extensive industry experience, the course is based on well tried and tested ethnographic principles complimented by further techniques developed by the Programme for Advanced Interactive Prototype Research. We will tailor the programme to suit you, and you will leave with a clear understanding of the role ethnography can play in both needs analysis and product development. The course will cover:

- Analysis of your current processes
- Practical ethnographic analysis, efficient prototyping methods and ethnography user trials
- Rapid, prototype led communication of product concepts
- Rapid acquisition of crucial and accurate user testing data via rough prototypes

**Course aimed at:** Industry practitioners involved in the design and development of products. It is applicable to software products as well as manufactured items

**Programme Leader:** Dr Gareth Loudon

## 13.2 IMPLEMENTATION OF PRODUCT DEVELOPMENT TECHNOLOGIES

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** This course addresses the identified difficulties in managing the implementation of innovation processes and difficulties in exploiting the full potential of benefits from design related technology. The course will be based around the presentation and discussion of case studies of technology introduction, considering the difficulties and barriers that these companies faced; how they overcome them; and how many negative impacts can be avoided if the correct factors are considered during the planning and implementation stages

**Course aimed at:** Managers and decision makers in manufacturing industries

**Programme Leader:** Andrew Walters

## 13.3 MANAGING RAPID PRODUCT DEVELOPMENT (RPD): THEORY AND PRACTICE

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** The course will provide a detailed introduction to the key issues associated with managing rapid product development (RPD). The course will introduce delegates to best practice theory of RPD and the technology available to drive RPD as well address the practical managerial implications of RPD. The course will cover the following:

- Best Practice Theory and RPD Rationale
- Technology to enable RPD
- RPD Case Studies
- Management Implications of RPD

**Course aimed at:** Industry practitioners, senior and junior manager who are involved in or have a responsibility for the delivery of specific product development project and activities

**Programme Leader:** Huw Millward

## 13.4 RAPID PROTOTYPING, NEW DESIGN TECHNOLOGIES AND MASS-CUSTOMISATION FOR ART, CRAFT AND GIFT SECTOR

**Course length:** 2 days

**Entry requirements:** No formal qualifications are required

**Course content:** The course provides specific advice to artists and craftspersons on how to go about starting to offer would-be customers an online mass-customisation service and the chance to experience hands-on practical application of Rapid Prototyping (RP) and how this can open-up the concept of mass-customisation. The course will enable participants to learn through making and have an end product in the form of a key fob, and mould to take home. The lectures will provide theory of RP and the presentations examples of how New Design Technologies are currently being used by engineers, artists and craftspersons

**Course aimed at:** Craftsperson's working in the Art, Craft and Gift Sector

**Programme Leader:** Povi Lason





Centre for Personal & Professional Development



(CPPD)

# 14. SPORT

Central YMCA Qualification (CYQ) Circuit Trainer Course

Central YMCA Qualification (CYQ) Level 2 Exercise to Music Course

Central YMCA Qualification (CYQ) Level 2 Gym Instructors Qualification

Central YMCA Qualification (CYQ) Level 3 Personal Trainers Course

High Performance Team Dynamics

Sports Massage Diploma (SPS Ltd)

14.1

## CENTRAL YMCA QUALIFICATION (CYQ) CIRCUIT TRAINER COURSE

**Course length:** 5 days

**Entry requirements:** CYQ Gym Instructors Course or CYQ Exercise to Music Course

**Course content:** a course designed for those who wish to teach Circuits. Successful individuals gain the Certificate in Circuit Training, which is a nationally recognised Level 2 qualification, awarded by CYQ. Candidates must hold a Level 2 Gym or Exercise to Music qualification in order to qualify to undertake this course. It is also recommended that potential candidates have attended Circuit classes.

**Accredited by:** CYQ (Central YMCA Qualifications)

**Course aimed at:** Primarily at currently practising fitness professionals

**Programme Leader:** Richard Harris

**Courses that may be of interest:** CYQ Level 2 Exercise to Music Course, CYQ (Level 2) Gym Instructors Course, CYQ (Level 3) Personal Trainer Course

14.2

## CENTRAL YMCA QUALIFICATION (CYQ) LEVEL 2 EXERCISE TO MUSIC COURSE

**Course length:** 12 days

**Entry requirements:** No formal qualifications are required

**Course content:** a course designed for those who wish to teach Exercise to Music. Successful individuals gain the Exercise to Music Instructor Certificate, a nationally recognised Level 2 qualification awarded by the CYQ Exam Board. This gives entry onto the Register of Exercise Professionals. No prior knowledge or qualifications are necessary however candidates should regularly attend Exercise to Music/Aerobic classes

**Accredited by:** CYQ (Central YMCA Qualifications)

**Course aimed at:** Anyone interested in pursuing a studio career in the fitness Industry

**Programme Leader:** Richard Harris & Rebecca Harris

**Courses that may be of interest:** CYQ Circuit Trainer Course, CYQ (Level 2) Gym Instructors Course, CYQ (Level 3) Personal Trainer Course





14.3

### CENTRAL YMCA QUALIFICATION (CYQ) LEVEL 2 GYM INSTRUCTORS QUALIFICATION

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**Course length:** 12 days

**Entry requirements:** No formal qualifications are required

**Course content:** This course is designed for those who wish to work with clients in a gym setting; the course is nationally recognised and gives entry onto the Register of Exercise Professionals. The course covers:

- Anatomy and physiology
- Correct technique (c.v. equipment, resistance machines and free weights)
- Teaching skills and effective teaching methods
- Lesson planning
- Principles of training, programme planning and design
- Promoting active lifestyles

**Accredited by:** CYQ (Central YMCA Qualifications)

**Course aimed at:** Anyone interested in becoming a fitness professional

**Programme Leader:** Richard Harris

**Courses that may be of interest:** CYQ Circuit Trainer Course, CYQ (Level 2) Exercise to Music Course, CYQ (Level 3) Personal Trainer Course

14.4

### CENTRAL YMCA QUALIFICATION (CYQ) LEVEL 3 PERSONAL TRAINERS COURSE

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**Course length:** 30 days (including the Gym Instructors Course)

**Entry requirements:** CYQ Level 2 Gym Instructors Course

**Course content:** The course provides the basis for a closer and more motivational relationship between client and trainer. Candidates will cover the following:

- CYQ Nutrition & Weight Management
- CYQ Client Lifestyle & Fitness Testing
- CYQ Advanced Cardiovascular & Resistance Training
- CYQ Business & Marketing
- CYQ Training in Different Environments

**Accredited by:** CYQ (Central YMCA Qualifications)

**Course aimed at:** At anyone interested in becoming a fitness professional

**Programme Leader:** Richard Harris

**Courses that may be of interest:** CYQ Circuit Trainer Course, CYQ (Level 2) Exercise to Music Course, CYQ (Level 2) Gym Instructors Course

14.5

### HIGH PERFORMANCE TEAM DYNAMICS

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**Course length:** 1 day

**Entry requirements:** No formal qualifications required

**Course content:** This course will provide senior coaches and team managers with the concepts, models and techniques to effectively manage team development and group dynamics. The course is interactive and practical, drawing on both case studies and participants own experiences. Indicative content includes Team dynamics, Performance principles, Developments stages and needs, Leadership roles, Learning environments, Team collaboration, Groupthink and conflict

**Course aimed at:** Senior managers and coaches in the professional sports team sector

**Programme Leader:** Mark Lowther

14.6

### SPORTS MASSAGE DIPLOMA (SPS LTD)

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**Course length:** 20 days

**Entry requirements:** Minimum 18 years of age with an interest in Sport with some previous experience of Anatomy and Physiology

**Course content:** The course aims to:

- Provide knowledge and understanding of the theoretical aspects necessary to underpin safe and effective practice of sports massage therapy
- Introduce a variety of soft tissue manipulation methods and their practical application
- Develop practical skills needed to perform effective sports massage therapy in any given situation and present opportunities for problem solving
- Provide an experience which is valuable, a foundation for more advanced study and a means of personal development
- To work closely with healthcare professionals

**Course aimed at:** Applicants over 18 with an interest in Sport and Sports Massage practice

**Programme Leader:** Mike Wadsworth



# 14. TRADING STANDARDS & LICENSING

- Certificate of Competency in Licensing Law
- Consumer Credit
- Fair Trading (Civil)
- Fair Trading (Criminal)
- Fair Trading (Environment)
- Food Law
- Foundation Law
- Intellectual Property Law
- Law of Contract and Tort
- Product Law

## 15.1 CERTIFICATE OF COMPETENCY IN LICENSING LAW

**Course length:** 1 academic year

**Entry requirements:** No formal qualifications are required

**Course content:** The course covers local authority licensing functions and their exercise at a practical level. The course has been designed by local authority licensing officers to meet an identified need for a general qualification in licensing and which could then underpin more advanced study. The aim of the course is to enable individuals to develop an understanding of licensing law and its application, both in a general and subject specific context

**Academic credit:** 60 credits at Level 4

**Course aimed at:** Local authority licensing officers

**Programme Leader:** Andrew Hayward

**Courses that may be of interest:** Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Law of Contract and Tort, Product Law

## 15.2 CONSUMER CREDIT

**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute service delivery module Consumer Credit. The aim of the module is to provide individuals with a knowledge and understanding of legal requirements in relation to consumer credit. In particular it aims to provide individuals with the knowledge and understanding of the practical application of those requirements in an advisory and compliance context

**Academic credit:** 10 credits at Level 5

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Law of Contract and Tort, Product Law







15.3  
**FAIR TRADING (CIVIL)**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute service delivery module Fair Trading Civil. The aim of the module is to provide the student with a knowledge and understanding of the legal framework and requirements in relation to civil enforcement. It also aims to provide knowledge and understanding in relation to the sale and supply of goods and services, the practical application of business compliance and practical application of civil law (including the small claims track, and the functions and organisation of enforcers and regulators). The focus on practical application is designed to provide individuals with the wherewithal to subsequently take on an effective role within a trading standards department

**Academic credit:** 10 credits at Level 4

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Law of Contract and Tort, Product Law

15.4  
**FAIR TRADING (CRIMINAL)**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute service delivery module Fair Trading Criminal. The course aims to provide individuals with in-depth knowledge of key consumer protection legislation and concepts. In particular it aims to provide individuals with an understanding of the range of criminal legislative mechanisms and injunctive powers available to trading standards officers as a means of securing a fair trading environment. It will also provide individuals with an appreciation of the practical application of the law as an enforcement tool and the ability to critically appraise the effectiveness of relevant legislation as a means of consumer protection

**Academic credit:** 10 credits at Level 5

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Law of Contract and Tort, Product Law

15.5  
**FAIR TRADING (ENVIRONMENT)**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute Foundation module Consumer Protection Environment. The aim of the module is to introduce individuals to the environment where traders, consumers, advisors and enforcers of legislation operate. Individuals will form an appreciation of the ideals of and problems associated with an equitable trading environment. For example, individuals will study the nature, structure and institutions of consumer protection in the UK. Differing forms of regulation will also be examined e.g. criminal enforcement, administrative enforcement through licensing, injunctive enforcement and self-regulation

**Academic credit:** 10 credits at Level 4

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Food Law, Foundation Law, Intellectual Property Law, Law of Contract and Tort, Product Law

15.6  
**FOOD LAW**

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**Course length:** 1 academic year

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute Foundation module Food Standards. This module aims to provide the delegates with a detailed knowledge of the law relating to the composition, labelling and advertising of food and food products sold for human consumption. At the end of the module, delegates will be able to identify and evaluate the responsibilities and liabilities of producers, manufacturers and suppliers of food and food products. The delegate will also be able to demonstrate knowledge of food hygiene and microbiology in order to effectively undertake inspections at food premises and take food samples without contamination

**Academic credit:** 20 credits at Level 5

**Course aimed at:** People working in local authority trading standards departments

**Accredited By:** Trading Standards Institute

**Programme Leader:** Dr Vitti Allender

**Courses that may be of interest:** Corrective Action, Food Allergy, Food Law, Food Microbiology, HACCP, Practical Food Labelling, Weights and Measures, Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Law of Contract & Tort, Product Law



15.7  
**FOUNDATION LAW**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute Foundation module Legal Systems. The aim of the module is to introduce individuals to the legal system of England and Wales. This will involve learning about the key features and institutions of UK constitutional law (including understanding the process of law making and having awareness of the European Union and European Convention on Human Rights dimensions). The nature and role of law in society will be considered, together with local and devolved government. Individuals will also be introduced to the criminal and civil justice systems

**Academic credit:** 10 credits at Level 4

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Intellectual Property Law, Law of Contract and Tort, Product Law

15.8  
**INTELLECTUAL PROPERTY LAW**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute service delivery module Intellectual Property. The aim of this module is to provide individuals with an understanding of the concept of intellectual property and its manifestations e.g. copyright, trade marks and patents. The module also aims to provide knowledge of how rights are enforced in both criminal and civil contexts

**Academic credit:** 10 credits at Level 5

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Property Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Law of Contract and Tort, Product Law

15.9  
**LAW OF CONTRACT AND TORT**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute Foundation module Law of Contract and Tort. The aim of this module is to introduce the student to the law of contract and tort. The student will learn the key concepts relating to contract; in particular, capacity, formation, form and content, performance, breach and remedies. Contracts involving supply of goods, or goods and services, will also be examined. In relation to tort the student will learn the key concepts. This will include distinguishing between different types of tort but with a central focus on the tort of negligence. Key concepts learnt in relation to negligence will include duty of care, breach, causation and remedies

**Academic credit:** 10 credits at Level 4

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law, Product Law

15.10  
**PRODUCT LAW**

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**Course length:** 5 months

**Entry requirements:** No formal qualifications are required

**Course content:** The content corresponds with the Trading Standards Institute service delivery module Product Safety. Proper design and testing of consumer goods is an essential stage in safe manufacture and is a necessity to ensure quality assurance. The aim of this module is to provide individuals with knowledge and understanding of product safety legislation and the surrounding regulatory and enforcement framework. This includes considering matters at both general and product specific levels e.g. toys or electrical equipment

**Academic credit:** 10 credits at Level 5

**Accredited by:** Trading Standards Institute

**Course aimed at:** People working in local authority trading standards departments

**Programme Leader:** Huw Evans

**Courses that may be of interest:** Certificate of Competency in Licensing Law, Consumer Credit, Fair Trading (Civil), Fair Trading (Criminal), Fair Trading (Environment), Food Law, Foundation Law, Intellectual Property Law and Law of Contract and Tort



# PROFESSIONAL DOCTORATE

The Professional Doctorate is a higher degree programme designed around the concept of change agency and is intended to make a step change in the way that organisations operate. It helps individuals develop new professional practice

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(CPPD)

The Professional Doctorate programme reflects UWIC's vocational and professional orientation and commitment to change agency. There are six named Professional Doctorate awards on offer:

- Biomedical Science (DBMA)
- Business Administration (DBA)
- Ecological Building Practices (DeBP)
- Education (EdD)
- Information Systems (DInfo Sys)
- Tourism (DTourism)

The Professional Doctorate incorporates a variety of forms of cohort-based and individualised learning appropriate to the very highest levels of achievement; some teaching, questioning and debate, enquiry-based learning, guided study, negotiated study, and research. It differs from a PhD because it is a professional qualification that includes taught, experiential and research elements at doctoral level

## What our students say

*"UWIC's Professional Doctorate programme has been of benefit to me on several levels. As a busy Science Centre Chief Executive the programme has given me the opportunity to tackle a work-based change issue of sector-wide importance.*

*In a very dynamic environment my research has generated significant interest from others and to this end I have been asked to contribute to the ongoing discussions between Science Centres and their Governments.*

*The programme has highlighted a number of other emerging areas of future research and has given me the interest and skills required to pursue these"*

*Paul Jennings, Studying DBA*

## If you would like further information please contact:

Professor Eleri Jones  
Professional Doctorate  
Programme Director

Email: [ejones@uwic.ac.uk](mailto:ejones@uwic.ac.uk)



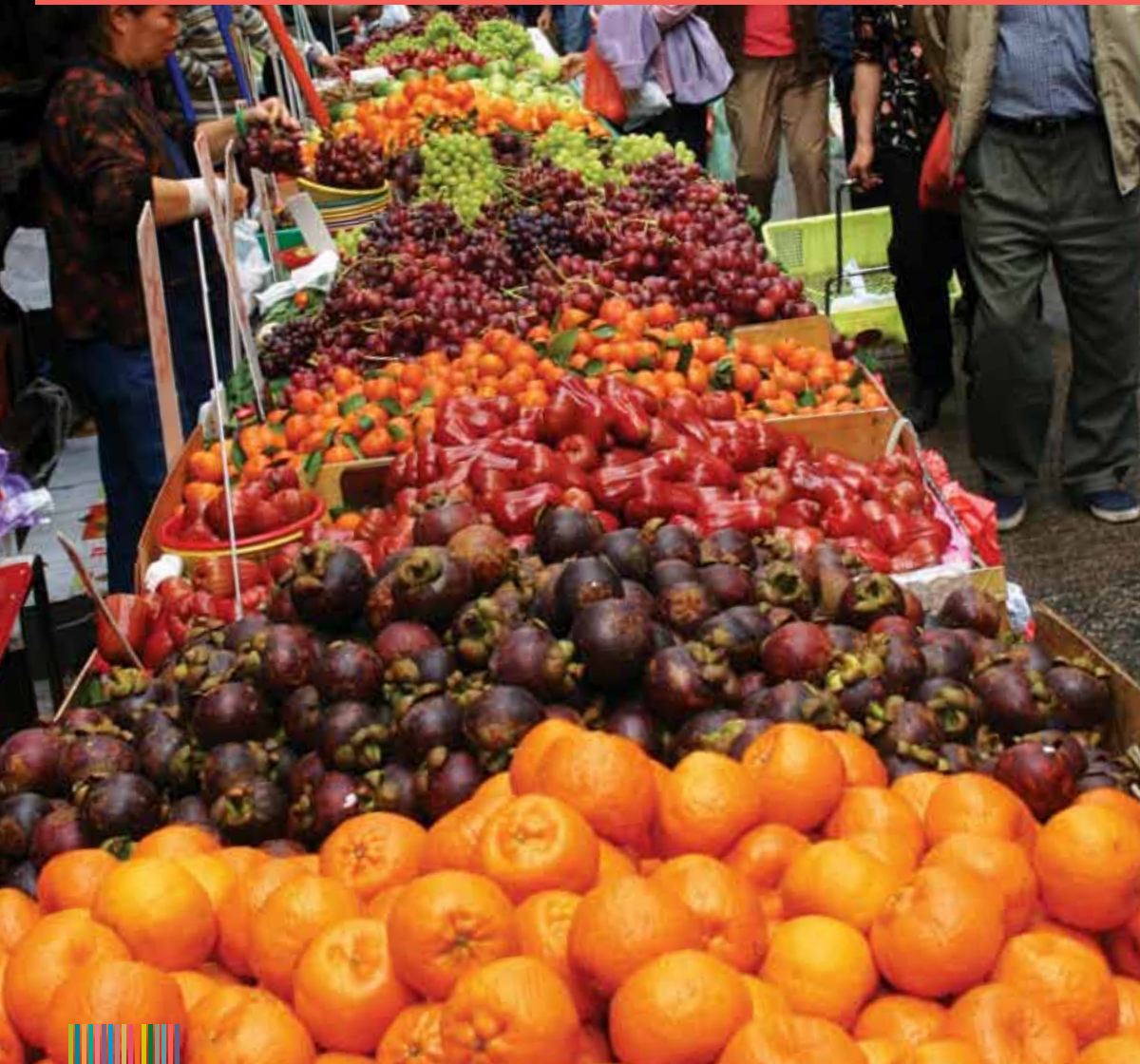


# INTERNATIONAL CPD

As well as providing CPD to the local marketplace, UWIC is also committed to responding to the needs of professionals internationally. For example, UWIC provides CPD opportunities to professionals within Hong Kong through collaboration with the University of Hong Kong's School of Professional and Continuing Education

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The School of Professional and Continuing Education (SPACE) of the University of Hong Kong (HKU) approached UWIC to develop a series of continuing professional development workshops on food safety management for public health inspectors. These workshops represented collaboration between UWIC, SPACE and the HKSAR Government

Following the success of these workshops, it was agreed that HKU SPACE and UWIC would collaborate in the development of a Postgraduate Diploma and MSc in Food Safety Management

The programme was validated and launched in January 2006 and comprised the equivalent of six modules of 20 credit points each at Masters Level. Almost all modules were led by UWIC academics with contributions from local guest lectures. The use of Hong Kong based expertise supported the relevance of the programme to the local context. Teaching in Hong Kong by UWIC staff took place via one week blocks of study

The initial cohort saw 30 students recruited. Twenty of these were Government sponsored Public Health Officers, five were self financed Public Health Officers and a further five were self financed private sector employees. To date 26 students have successfully graduated. The remaining students are expected to complete their dissertations in the near future

The expertise of HKU SPACE in providing high quality community based learning in Hong Kong has ensured the appropriate marketing, context specific contributors and the smooth operation of the programme. This combined with the subject specific expertise and learning, teaching and assessment strategies of UWIC, has produced a quality programme demonstrating high levels of student satisfaction and commendable outcomes



# WORKING WITH BUSINESS

We work with you to ensure that our courses are developed with your needs in mind

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If your business needs do not fit one of our off-the-shelf courses get in touch, as we can work with you to develop courses that meet your needs

We can help by providing:

#### **Training Needs Analysis**

At CPPD we understand the importance of matching the exact skill set to business needs, and therefore a free Training Needs Analysis consultation is being offered. We will work with you to identify your business training needs

#### **Bespoke Courses**

At UWIC, we have expertise in a wide range of subjects, some of which are underpinned by leading-edge research, so we are able to develop high quality, customised courses designed specifically for the needs of the business

For more information on any of the opportunities listed, please contact us today

We're committed to working with you to provide the solutions that will benefit both your employees and the business

#### **Contact us on:**

Telephone: +44 (0)29 2020 1560

Email: [cppd@uwic.ac.uk](mailto:cppd@uwic.ac.uk)

# STRATEGIC LEADERSHIP FOR BUSINESS



Achieving business growth by improving management and leadership performance

Centre for Personal & Professional Development

(CPPD)



UWIC's unique 20 Twenty Leadership Programme, heavily subsidised by European funding, is designed to strategically develop two areas of your business. It provides for the personal development of key staff through several mechanisms including one-to-one coaching and also develops a sustainable growth plan for the business itself. The focus of the workshops will be on leading change, managing innovation, harnessing low carbon opportunities, raising finance, improving marketing and delivering better sales performance

Experienced mentors and executive coaches will assist in the delivery of the programme and some of the key deliverables include:

- Unique tailored learning experience, designed around your company
- One-to-one coaching sessions with an Executive Coach

- Mentoring discussions with prominent business leaders
- Recognised Postgraduate Qualifications in Leadership and membership of the Chartered Management Institute
- Flexible delivery methods, including evening and weekend options
- A 10-month journey (15 contact days) including: Workshops, Action Learning, Master-Classes and Coaching

To obtain further information, download a brochure or reserve a provisional place, please contact the 20 Twenty programme team:

Tel: 029 2041 6329  
[www.20twentyleadership.org](http://www.20twentyleadership.org)  
Email: [clec@uwic.ac.uk](mailto:clec@uwic.ac.uk)



# KNOWLEDGE TRANSFER PARTNERSHIPS (KTPS)

Centre for Personal & Professional Development

(CPPD)

## Is your organisation looking to innovate, expand or improve performance?

Working in partnership, we can help you make that strategic step change. Here are some of the areas we can help you with:

- Improving existing products
- Developing new products
- Streamlining manufacturing processes
- Implementing new business strategies
- Expanding into new markets

## What is KTP?

KTP is one of Europe's leading programmes helping businesses access expertise and resources available within universities. The UK-wide programme is part funded by several organisations including Government, research councils and charities. One or more high calibre Associates (recently qualified graduates), supervised by academic staff, are employed to work on a strategic development project. Depending on their complexity, projects could last from three months to three years, with the majority being two years

## How does it work?

Once you have identified a project of strategic importance to your business, we will guide you in finding the expertise you need. We will help with the application process and in finding a suitable Associate to be employed full-time within your organisation, supervised by a UWIC academic and a senior member of your staff

## Am I eligible?

Businesses of all sizes in most industries and sectors can apply. Contact us today to find out how we can help

- To discuss your project contact Matthew Taylor:  
Telephone: (029) 2041 6614
- For further information on KTP visit:  
[www.ktponline.org.uk](http://www.ktponline.org.uk)

## For information on how we work with businesses please contact us

[www.uwic.ac.uk/cppd](http://www.uwic.ac.uk/cppd)

Email: [cppd@uwic.ac.uk](mailto:cppd@uwic.ac.uk)

Telephone: (029) 2020 1563

# GET IN TOUCH

If the courses and opportunities you are interested in aren't listed, please contact us, as we are keen to add to our portfolio.

Our friendly team is available on:

**Telephone:** +44 (0)29 2020 1560

**Email:** [cppd@uwic.ac.uk](mailto:cppd@uwic.ac.uk)

[www.uwic.ac.uk/cppd](http://www.uwic.ac.uk/cppd)






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