

Short courses and Foundation degrees 2011/12

Centre for Employability and Professional Skills





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Contents

Welcome	1
Foundation degrees	2
University Foundation Award	2
Course fees	3
Study Advice Service	4
Student Support Services	5
Campus facilities	
Keith Donaldson Library	6
Computing Services	7
Calvino's Cafe Bar and the Dining Hall	7
Short courses	
Art and design	9
Autistic spectrum conditions	12
Business	13
Child protection	14
Coaching	15
Counselling skills	15
Creative writing	17
Digital media	18
Health and social care	19
History	20
Interior design	21
Languages	22
Media studies	23
Mental health	23
Mentoring	24
Popular culture	24
Psychology	25
Social enterprise	26
Social studies	26
Sociology	28
Study skills	28
Transactional analysis	29
Volunteering	29
Foundation degrees	
The Theory and Practice of Counselling	31
Working with Children, Young People and Their Families	32
Health and Social Care of Adults	34
Early Childhood Policy and Practice	36
Working with Children and Young People in Education	37
Full course list	38

Dates of open days

9 July 2011
8 October 2011

Changes to advertised courses

We reserve the right to replace the advertised tutors or amend the programme where it is found to be unavoidable or to make other minor changes that may be necessary because of unforeseen circumstances.

I am pleased to welcome you to the new University Foundation Award (UFA) and Foundation degree prospectus for the 2011/12 academic year.

The prospectus gives details of the many short courses that we offer in Scarborough and the surrounding areas.

We provide an interesting range of short accredited courses which offer you the flexibility to explore a number of subject areas. The University Foundation Award gives you the opportunity to gain qualifications, develop new knowledge and skills or even begin a new career.

The aim is to encourage an understanding of subjects and self through independent enquiry, as well as helping you to progress in your studies or your career.

UFA courses are open-access, and we value the life experience that adult learners bring to them. The UFA is unique to the University of Hull and offers you the opportunity to gain higher education accreditation – and access to higher education, if that is what you want – by studying in a way that fits in with your lifestyle. UFA credits are also valuable as evidence of your personal or professional development and commitment to study.

As well as our short courses, we offer a range of Foundation degrees. These are higher education qualifications that combine academic study with work-based learning. They are designed with a particular area of work in mind, drawing on the help of employers from the sector.

The Centre for Employability and Professional Skills aims to provide an engaging and enjoyable learning experience for all of its students. In these pages you will find comprehensive details of the wide range of courses available, along with information about facilities and services available at the campus. I hope that you will find something to interest you and wish you every success with your chosen course of study.

Jane Baxter

Head of Centre for Employability and Professional Skills



Foundation degrees

What are Foundation degrees?

Foundation degrees are higher education qualifications that combine academic study with workplace learning. They have been designed jointly by universities, colleges and employers, and are available in a range of subjects.

Foundation degrees are particularly designed to equip you with the knowledge and skills that employers are looking for. They can offer a route into higher education for a wide range of students from many different backgrounds.

Five Foundation degrees are currently on offer in Scarborough:

- The Theory and Practice of Counselling
- Working with Children, Young People and their Families
- Health and Social Care of Adults
- Early Childhood Policy and Practice
- Working with Children and Young People in Education

For full details of these, see pages 31–7.

University Foundation Award

Why should I want to study a University Foundation Award (UFA) course?

- It enables you to gain a taste of the subject area without long-term commitment.
- The short courses are offered flexibly by patient, experienced tutors who have a wealth of experience in teaching adult learners.
- It is a perfect starting point for higher education and is taught at first-year undergraduate level (Level 4).
- It is an excellent way of gaining new higher-level skills, beneficial for both personal and professional development.
- You can study individual short courses without progressing to the full UFA if you just want to pursue a particular area of interest or if you feel the course would enhance your existing workplace skills.
- Holders of a full 60-credit UFA Certificate (i.e. those who have completed five short courses and submitted a final piece of work) are guaranteed an interview for a place on any University of Hull Foundation degree or Bachelors degree course.

What entry qualifications do I need?

You do not normally require any previous qualifications, experience or knowledge – only an interest in the subject.

The UFA explained

- Every course carries a number of credits (usually 10).
- Credits are gained when you successfully complete the coursework, having attended a minimum of 70% of the course.
- You need a minimum of 60 credits to gain the full UFA. Fifty credits must come from UFA modules. Ten credits come from a final piece of work, usually a personal study on a topic of your choice supervised and supported by your own tutor.
- You can ‘pick and mix’ by choosing five miscellaneous individual short courses of interest to you.
- Or you can pursue a study route – a suggested route plan of five related short courses. You can gain the full UFA in one year by following a planned study route (such as Counselling Skills – see page 15). Many people choose to do this if they intend to work towards a Foundation degree.

Assessment and credits

All the courses have a credit rating, and you will gain University credits when you successfully complete a course. Your tutor will set activities for you to complete during the course. Please note that this work is an integral part of the course.

Most short courses are worth 10 credits, but some are longer and can earn you 30 credits.

A 10-credit course usually comprises 12–20 hours of contact time (taught sessions) together with about 80 hours of independent study.

For 10-credit modules you will need to submit a single portfolio of assessment tasks, usually amounting to 2,000 words (or equivalent where outcomes are evidenced through activities other than written work).

How and when do I enrol on a UFA course?

Courses commence at different times throughout the year, and some courses offer alternative dates or times in order to accommodate as many people as possible.

You can enrol by

- downloading a registration form from our website – www.hull.ac/ceps - and returning it together with the appropriate fee (cheques should be made payable to ‘The University of Hull’) – though you may be eligible for concessionary rates
- contacting the Centre for Employability and Professional Skills to request a registration form, on 01723 507284 or by emailing us at ceps@hull.ac.uk
- dropping into our office, located at the Scarborough Campus, Filey Road, Scarborough, YO11 3AZ

Once your registration form has been received, we will send you an acceptance postcard, together with any relevant information.

Please note that if we do not have sufficient registrations seven days before the start date we may have to cancel the course. Early registration is therefore strongly advisable.

We’re here to help

If you have any questions at all, please do not hesitate to contact us by post, phone or email. We are always happy to help.

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For more information please visit our website, where you will find detailed information about all of our courses and the services that we offer:

www.hull.ac.uk/ceps

Course fees

Understanding your costs

Cost	Eligibility
FREE (concessionary rate)	<ul style="list-style-type: none">• Your household income is below £16,845 a year.• You are in receipt of benefits (for more details see below).• You are a registered job seeker.
£95	<ul style="list-style-type: none">• Your household income is above £16,845.

Free tuition (concessionary rate)

You will be able to study at no cost if you fall into any of the following categories.

- You receive Housing Benefit.
- You receive Income Support.
- You receive Council Tax Benefit (not the single-person reduction).
- You receive Income-Related Job Seeker’s Allowance.
- You receive Working Tax Credit / Disabled Person’s Tax Credit
- You are a student on the ‘New Deal’ Allowance.
- You are a Tax Credit recipient with a low family income (the income threshold is the same as that for free prescriptions – i.e. household income per year is less than £16,845).
- Your household income is less than £16,845 per year.
- You are in receipt of Incapacity Benefit, Severe Disablement Allowance or Disability Living Allowance, and your sole income is welfare benefits.

As a result of the Age Discrimination Regulations 2006, we can no longer offer reduced fees based on age.

If you are not covered by any of these concessions but would experience real difficulty in paying, please do not hesitate to contact the Centre for Employability and Professional Skills on 01723 507284 or at ceps@hull.ac.uk.

Open to full- and part-time students at every level, the Study Advice Service at Scarborough provides free, confidential advice and guidance for individuals and small groups on

- study skills
- academic writing

Support with maths and statistics is available from Hull tutors by email, telephone or Skype.

Learning resources, including study advice leaflets to download, podcasts, postgraduate information and quizzes, are also available from the Study Advice Service website at www.hull.ac.uk/studyadvice.

Quick questions answered

How do I book an appointment?

To book an appointment for academic writing or study skills advice, go to <https://myadmin.hull.ac.uk> and log in with your campus user-id and password. Maths support should be arranged directly with Hull by emailing studyadvice@hull.ac.uk.

Are there other ways of accessing study support?

Yes. You can request an email, Skype or telephone appointment when you make your booking.

How long does an appointment last?

One-to-one appointments usually last for 30 minutes.

What about group appointments?

You can come along with a friend or as part of a small group.

What should I bring with me?

Make sure that you bring with you any material relevant to your enquiry. For example: if you are working on an assignment, bring the work that you have done so far, your module handbook and, if possible, style/referencing guidelines.

What should I do if I have to cancel an appointment?

You can cancel your appointment online at <https://myadmin.hull.ac.uk>.

Student Support Services offers confidential emotional and practical support to students experiencing difficulties.

Whatever the problem, you can be sure that there will always be a friendly face to turn to for support. You can contact our main office using the contact details listed below.

The team provides a range of services which fall broadly into three categories:

- services for disabled students
- counselling
- financial advice

The Student Support Services team at the Scarborough Campus is headed by the Student Welfare Adviser. In addition to the specific advice offered by other members of the team, the adviser offers confidential support in relation to every aspect of student life, whether academic or personal.

Disability Services

The University welcomes applications from disabled people, and we provide a dedicated service to enable all disabled students to achieve their potential both academically and socially. Disability may be permanent or temporary, seen or unseen.

Please get in touch if you have a disability which might affect your studies, and we will be happy to talk to you about what we can offer. For example: we can liaise with academic departments regarding your academic requirements, we can coordinate provision of support workers and we can help with specialist equipment.

The Scarborough Campus has a Disability Support Adviser. In addition, each academic area has a nominated Disability Tutor who liaises regularly with the Disability Support Adviser in order to offer support and advice specifically tailored to your studies.

You can contact the Disability Support Adviser directly, or you can make an appointment through Student Support Services.

Support for specific learning difficulties

The SpLD support team is part of Disability Services and can offer a range of advice and support measures, including extra time for exams, specialist software, and one-to-one and group support sessions.

We can be contacted through Student Support Services.

Counselling

Everyone is at some time affected by events beyond their control which can reduce their well-being and ability to cope – for example, bereavement, loss, depression, relationship breakdown, stress or any other kind of personal difficulties. The University's Student Counsellor offers a completely confidential listening ear on campus to help you through it.

If you would like to talk to the Student Counsellor, you can make an appointment in complete confidence via Student Support Services.

Contact Student Support Services

Student Support Services
University of Hull
Scarborough Campus
Scarborough, YO11 3AZ

E studentsupportservices-scar@hull.ac.uk
T 01723 357311

Keith Donaldson Library

The Keith Donaldson Library is right at the centre of campus life for many students. It provides a full library service to the Scarborough Campus and incorporates a Service Desk run jointly with the IT Service and Student Administrative Services. It is a treasure trove of information, offering a wealth of print and electronic resources designed to support your learning. We provide

- customer support for all of your library, IT and student administration needs
- long opening hours, including evenings and weekends
- various study environments, including areas for group work and quiet study
- networked PCs with internet access, email and a range of software
- a wireless network
- photocopying and printing
- information skills training and support to help you study effectively
- self-service issue and return
- a range of assistive technology to support disabled users' needs

Opening hours

Opening hours are different in semester and vacation. For full details please see our website. Our semester opening times are as follows.

Monday – Friday	7.00 am – midnight
Saturday – Sunday	9.00 am – midnight

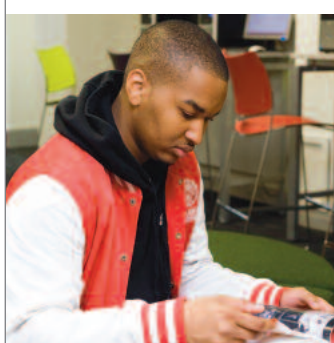
Please note that for the first and last 15 minutes of opening a reduced service operates.

Contact details

Keith Donaldson Library
University of Hull
Scarborough Campus
Scarborough, YO11 3AZ

E libhelp-scar@hull.ac.uk
T 01723 357277

www.hull.ac.uk/lib



Computing Services

Computing Services provides more than 100 workstations for student use, all having an internet connection. These computers feature a standard set of software applications to help you be productive in your studies, including the latest version of Microsoft Office, Endnote and RefWorks (for managing references in essays and research papers), Corel Draw Graphics Suite, SPSS and Minitab (for statistical analysis), Inspiration, Read & Write and many more.

The Computing Services team, who are available at the Service Desk, are committed to helping you with all your IT hardware and software needs, including such things as your username and password, email access, network storage space, the purchase of consumables and how to use our printing service.

Software and equipment for users with impaired senses are available in the library and the Worsley flexible-learning area.

AV Services

In addition to the services offered by the Service Desk team, we have dedicated staff to provide support for audiovisual equipment. Services include

- loaning equipment such as digital projectors, cameras and video cameras to staff and students
- recording assessments for departments, events on campus and field trips
- providing assistance with professional-style CD printing
- producing multimedia and radio projects for promotional activities
- supporting the AV equipment in the main teaching rooms, including digital projectors, interactive Smartboards and multi-input visualisers

IT Service Desk hours

Monday – Thursday	8.30 am – 5.30 pm
Friday	8.30 am – 4.30 pm
Weekends	Closed

Contact details

Computing Services
University of Hull
Scarborough Campus
Scarborough, YO11 3AZ

E ithelp-scar@hull.ac.uk
T 01723 357231

Calvino's Cafe Bar

Offering a cafe bar environment run by the friendliest of staff, Calvino's is temptingly located opposite the library in the main campus building. It is open every day from 9 am until late in the evening.

During the day Calvino's is a great place to relax with friends from your course or grab a bite to eat. It also serves as a meeting place for staff and students. Here you can enjoy freshly ground coffee – including latte, cappuccino and the like – and you can buy a wide range of freshly prepared panini, baguettes and wraps, freshly prepared soup, plus cakes, pastries, cookies and fresh fruit (all to eat in or take out).

In the evening Calvino's transforms into a vibrant music venue, showcasing student bands or DJs. It also holds pool tournaments, real-ale evenings and comedy nights. For large events we double the capacity by extending into the performance space directly next door, creating an excellent club environment right here on campus.

What's on offer?

- Comfortable seating
- Plasma screen
- Wi-Fi – internet
- Relaxed cafe environment
- Outdoor seating
- Freshly prepared hot and cold food
- Fresh speciality coffees
- Miraculously transforms to provide a lively venue for music

Dining Hall – Kormak's

If you need something more than a little snack, try the Dining Hall. This offers a full range of cooked meals, refreshments and snacks.



Calvino's Cafe Bar supports fair trade by selling a wide range of Fairtrade products, including tea, coffee and biscuits.



As a single parent working part-time in admin, I was finding things slow and a bit of a struggle. I wanted a new challenge and a way forward, for myself and my boys. I made enquiries at the University's Scarborough Campus about getting help to further my knowledge and skills so that I could work within social services.

From my very first meeting and into my studies, I have received continuous support from a range of staff at the Scarborough Campus. I have been helped and guided into my courses and made to feel that my choices have definitely been the right ones.

While attending various courses I was told about the Study Skills course. This has helped me so much with writing and structuring essays and has been crucial in easing me back into education.

The courses have all been amazing, and I have already learnt so much. I have nearly completed all the Counselling Skills courses, and I cannot wait to progress to the Foundation degree.

My experience in general has been fantastic, and it is without any hesitation that I would encourage anyone to take the plunge and sign up for a course. You never know where it might lead!

Stephanie Hartburn
UFA student

Art and design

Watercolour for Beginners

10 credits

Designed for absolute beginners, this course offers you a chance to

- learn basic watercolour techniques in a supportive and friendly environment
- paint with confidence and try various techniques

Tutor	Kathryn Harrison
Venue	Green Lane Centre, Whitby
Duration	10 Mondays
Time	10.00 am to 12.00 noon
Start date	19 September 2011

Art and Design

30 credits (please note that this course costs £295)

This course offers you the opportunity to work with materials that are readily available and allows you to

- work in two and three dimensions
- study the history and development of a chosen discipline

You can take the course in Scalby (Option A) or Pickering (Option B).

Tutor	John Gale
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Option A

Duration	20 Tuesdays
Time	9.30 am to 12.30 pm
Start date	27 September 2011
Venue	Scalby Parish Hall Community Centre

Option B

Duration	20 Wednesdays
Time	9.30 am to 12.30 pm
Start date	28 September 2011
Venue	Ryedale Leisure and Community Centre, Pickering

Drawing and Oil Painting

30 credits (please note that this course costs £295)

This course provides an introduction to oil painting with expert tuition. It covers

- the fundamental techniques of painting in oils (no previous experience necessary)
- basic drawing and underpainting for oils (some experience of drawing would be helpful)

Tutor	Anne Moses
Duration	20 Fridays
Time	10.00 am to 1.00 pm
Start date	30 September 2011
Venue	Green Lane Centre, Whitby

Art and design	9
Autistic spectrum conditions	12
Business	13
Child protection	14
Coaching	15
Counselling skills	15
Creative writing	17
Digital media	18
Health and social care	19
History	20
Interior design	21
Languages	22
Media studies	23
Mental health	23
Mentoring	24
Popular culture	24
Psychology	25
Social enterprise	26
Social studies	26
Sociology	28
Study skills	28
Transactional analysis	29
Volunteering	29

Oil Painting – Portraits

10 credits

This course will further develop your techniques and skills with oil paint (some experience of oil painting is essential). It covers

- further techniques in the application of oil paint
- the development of ideas suitable for this medium

Tutor	Anne Moses
Duration	7 Fridays
Time	1.30 to 4.30 pm
Start date	30 September 2011
Venue	Green Lane Centre, Whitby

Introduction to Drawing

10 credits

A course designed for people wanting to learn how to draw with skill and confidence. Suitable for complete beginners or those lacking confidence in their drawing ability.

Tutor	Anne Moses
Duration	7 Fridays
Time	1.30 to 4.30 pm
Start date	13 January 2012
Venue	Green Lane Centre, Whitby

Watercolour: The Next Step

10 credits

Aimed at those who have studied Watercolour for Beginners or who have painted in watercolour before but are ready to develop further. Topics include

- developing artistic skills as a medium for self-expression and environmental awareness
- further development of skills in fine art and self-esteem

Tutor	Kathryn Harrison
Duration	10 Mondays
Time	10.00 am to 12.00 noon
Start date	16 January 2012
Venue	Green Lane Centre, Whitby

Art and Design – Past and Present

10 credits

Study the work of artists past and present to see how well-known and established styles might stimulate your own work. Includes use of video, slides, discussion groups, and field and project work. You can take the course in Scalby (Option A) or Pickering (Option B).

Tutor	John Gale
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Option A

Duration	7 Tuesdays
Time	9.30 am to 12.30 pm
Start date	20 March 2012
Venue	Scalby Parish Hall Community Centre

Option B

Duration	7 Wednesdays
Time	9.30 am to 12.30 pm
Start date	21 March 2012
Venue	Ryedale Leisure and Community Centre, Pickering

Drawing for Beginners

10 credits

A course designed for people wanting to learn how to draw with skill and confidence. Suitable for complete beginners or those lacking confidence in their drawing ability.

Tutor	Kathryn Harrison
Duration	10 Mondays
Time	10.00 am to 12.00 noon
Start date	16 April 2012
Venue	Green Lane Centre, Whitby

Introduction to Acrylics

10 credits

This course is designed for beginners in oil painting. No prior experience or knowledge is required, but some aptitude in artistic techniques would be an advantage. It covers

- underpainting
- specific skills in oil painting

Tutor	Anne Moses
Duration	7 Fridays
Time	1.30 – 4.30 pm
Start date	20 April 2012
Venue	Green Lane Centre, Whitby

Painting with Oils Study Route

The following five courses have been designed to be studied consecutively as topics lead on from course to course. However, if you have a particular interest in one of the courses, it can be studied alone.

Oil Painting 1 – You Can Paint with Oils

10 credits

This course provides an introduction to the art of painting with oils and aims to build confidence and skills in those new to the medium. Basic materials are provided. Topics covered include

- methods and materials in the use of oils
- working towards a finished piece
- an introduction to a genre/artist/period relevant to the specific session

Tutor	Susan Sleightholme
Duration	5 Wednesdays
Time	9.00 am to 1.00 pm
Start date	21 September 2011
Venue	Scarborough Campus

Oil Painting 2 – The Renaissance

10 credits

This course builds on skills learnt in the first module and aims to provide further technical development combined with an increasing contextual understanding. Topics include

- methods and materials in the use of oils
- working towards a finished piece
- study of selected genres and artists of the 15th and 16th centuries in western Europe

Tutor	Susan Sleightholme
Duration	5 Wednesdays
Time	9.00 am to 1.00 pm
Start date	16 November 2011
Venue	Scarborough Campus

Oil Painting 3 – Baroque to the Revolution

10 credits

This course further develops skills learnt in the previous modules and fosters an even deeper contextual understanding. Topics include

- methods and materials
- further study of a genre/period/artist relevant to the 17th and 18th centuries in western Europe

Tutor	Susan Sleightholme
Duration	6 Wednesdays
Time	9.00 am to 1.00 pm
Start date	29 February 2012
Venue	Scarborough Campus

Oil Painting 4 – All Change for the 20th Century

10 credits

Building on and developing skills gained in the previous three courses, you will look at a range of methods and materials. Topics include

- working towards a piece completed out of doors
- further study of an artist/genre/period relevant to the 20th century in western Europe

Tutor	Susan Sleightholme
Duration	6 Wednesdays
Time	9.00 am to 1.00 pm
Start date	18 April 2012
Venue	Scarborough Campus

Oil Painting 5 – Berlin to New York, Paris to London: Refugee Artists and Their Legacy

10 credits

This follows on from the previous courses, covering

- further methods and materials
- further study of a period/artist/genre relevant to the 19th and 20th centuries in western Europe

Tutor	Susan Sleightholme
Duration	6 Wednesdays
Time	9.00 am to 1.00 pm
Start date	13 June 2012
Venue	Scarborough Campus

Autistic spectrum conditions

Introduction to Autistic Spectrum Conditions (ASCs)

10 credits

Are you parenting or working with a child or adult diagnosed with an autistic spectrum condition? No previous knowledge required. This course will help you

- understand how an ASC affects communication, social interaction and imagination
- learn about practical strategies to support an individual with an ASC

Tutor	Angela Cavill
Duration	4 Tuesdays
Time	9.15 am to 2.15 pm
Start date	27 September 2011
Venue	Scarborough Campus

Autistic Spectrum Conditions (ASCs) – Stage 2

10 credits

Designed as a follow-on from the Introduction to ASCs, this course will

- build on skills already learnt in the introductory course
- help you to understand and implement national guidelines for children and adults

Students will need to have completed the Introduction to ASCs before undertaking this course.

Tutor	Angela Cavill
Duration	4 Tuesdays
Time	9.15 am to 2.15 pm
Start date	15 November 2011
Venue	Scarborough Campus

Dealing with Challenging Behaviour and Evaluating Practice

10 credits

Parenting or working with an individual diagnosed with an ASC? This course will help you

- define ‘challenging behaviour’ and develop your observational skills
- reflect on and evaluate your own practice

Tutor	Angela Cavill
Duration	4 Tuesdays
Time	9.15 to 2.15 pm
Start date	17 January 2012
Venue	Scarborough Campus

Introduction to Attention Deficit Disorder with/without Hyperactivity (ADD/ADHD)

10 credits

Are you parenting or working with a child diagnosed with ADD/ADHD? This course will help you

- understand how ADD/ADHD affects a child at home and at school
- learn about practical strategies that could support a child with the condition

You can study this course in September 2011 in the evening (Option A), March 2012 in the daytime (Option B) or March 2012 in the evening (Option C).

Tutor	Angela Cavill
Venue	Scarborough Campus

Option A

Duration	6 Tuesdays
Time	5.30 to 8.30 pm
Start date	27 September 2011

Option B

Duration	4 Tuesdays
Time	9.15 am to 2.15 pm
Start date	6 March 2012

Option C

Duration	6 Tuesdays
Time	5.30 to 8.30 pm
Start date	6 March 2012

Living and Working with Disabled Children and Children with Special Educational Needs (SEN)

10 credits

Are you working with or caring for a child or children with SEN or a disability? This course could help you

- understand how the SEN system works, and the paperwork that it involves
- learn about the emotional needs of parents/carers
- think about practical support and whom to approach for help and self-advocacy skills

Tutor	Angela Cavill
Duration	4 Tuesdays
Time	9.15 am to 2.15 pm
Start date	1 May 2012
Venue	Scarborough Campus

Business

Starting Your Own Business

10 credits

This module is designed for learners who are considering starting their own business and would like to understand the issues involved in the start-up process. Areas covered include

- information gathering and making good use of accountancy and legal advice
- developing the knowledge and skills necessary to produce and present a professional business plan for your own use and to obtain funding

You can start the course in September 2011 (Option A) or January 2012 (Option B).

Tutor Ken Leach
Venue Scarborough Campus

Option A

Duration 4 Thursdays
Time 9.15 am to 12.15 pm
Start date 29 September 2011

Option B

Duration 4 Thursdays
Time 9.15 am to 12.15 pm
Start date 19 January 2012

Marketing Your New Business

10 credits

A practical marketing course for people who have set up or are thinking about setting up a new business, or those already in business who want to boost sales. Looking at

- traditional and newer, digital marketing methods
- marketing skills needed to identify, target and attract customers
- developing a personal marketing strategy for the learner's business

You can take the course in November 2011 (Option A) or March 2012 (Option B).

Tutor Paul Grahamslaw
Venue Scarborough Campus

Option A

Duration 4 Fridays
Time 9.15 am to 12.15 pm
Start date 4 November 2011

Option B

Duration 4 Fridays
Time 9.15 am to 12.15 pm
Date 2 March 2012

Developing Your Business

10 credits

Designed as a sequel to Starting Your Own Business, this course will concentrate on how to make your business plan work. It examines issues related to marketing, finance and accounting and their role in developing a successful business. Topics include

- developing a marketing plan
- sales and developing a customer base
- controlling finance and accounting
- measuring success

You can take the course in November 2011 (Option A) or March 2012 (Option B).

Tutor Ken Leach
Venue Scarborough Campus

Option A

Duration 4 Thursdays
Time 9.15 am to 12.15 pm
Start date 10 November 2011

Option B

Duration 4 Thursdays
Time 9.15 am to 12.15 pm
Start date 1 March 2012

An Introduction to Contract Law

10 credits

This module is suitable for individuals who are involved in contract negotiations as part of their job roles or who have a general interest in legal and contractual issues. Topics include

- the distinction between a contract and other types of non-binding agreement
- the legislative framework governing contracts for the sale of goods and services

Tutor Emma Wilson
Duration 2 days (Thursday & Friday)
Time 9.15 am to 4.15 pm
Dates 17 & 18 May 2012
Venue Scarborough Campus

An Introduction to Employment Law

10 credits

Suitable for individuals who have line management responsibilities or who have a general interest in employment theory and practice. Topics include

- the legal principles and case law associated with the employment of people and their potential impact in the workplace
- the responsibilities of employers and employees in the workplace

Tutor	Emma Wilson
Duration	2 days (Thursday & Friday)
Time	9.15 am to 4.15 pm
Dates	14 & 15 June 2012
Venue	Scarborough Campus

Child protection

Safeguarding Children and Young People

10 credits

Aimed at anyone who has contact with children and families during their work, this course will improve your knowledge and understanding of the current research guidance and legislation in relation to safeguarding children and will provide you with the necessary theory, skills and knowledge to help facilitate effective multi-agency working. Areas covered include

- how issues of domestic violence, drug and alcohol misuse and mental-health difficulties impact on parents' capacity to care appropriately for their children
- actions that you would take if you had concerns that a child or young person might be at risk of harm

Tutor	TBA
Duration	2 days (Thursday & Friday)
Time	9.15 am to 4.15 pm
Dates	24 & 25 November 2011
Venue	Scarborough Campus

Coaching

Introduction to Coaching

10 credits

Understand the basic principles and frameworks of coaching, in order to begin coaching others. This could be at work, with colleagues or people you manage, or on a personal level. The course will equip you with coaching skills and techniques that you can use with others but also apply to your own life and future happiness. It covers

- a definition of coaching and how it differs from other developmental approaches, such as counselling and mentoring
- the purpose, importance and impact of goal setting

You can start the course in September 2011 (Option A) or February 2012 (Option B).

Tutor	Rachel Martin
Venue	Scarborough Campus

Option A

Duration	4 Tuesdays
Time	9.30 am to 12.30 pm
Start date	27 September 2011

Option B

Duration	4 Tuesdays
Time	9.30 am to 12.30 pm
Start date	28 February 2012

Counselling skills

An Introduction to Counselling Skills – Stage 1

10 credits

Designed for those who have no prior training in counselling but wish to learn about and use counselling skills. There are four other courses which follow on from the first. If you choose to undertake all five, followed by a final piece of work (on a topic of your choice), this constitutes a full study route (60 credits) in Counselling Skills. The introductory module covers

- the meaning and purpose of the counselling role
- the initial stages of the counselling process
- relationship-building skills
- introduction to counselling models

Various schedules are available:

Option A

Tutor	Roy Beresford
Duration	6 Tuesdays
Time	5.30 to 8.30 pm
Start date	20 September 2011
Venue	Scarborough Campus

Option B

Tutor	Denise Alcock
Duration	6 Wednesdays
Time	10.15 am to 1.15 pm
Start date	21 September 2011
Venue	Scarborough Campus

Option C

Tutor	Denise Alcock
Duration	6 Thursdays
Time	10.15 am to 1.15 pm
Start date	22 September 2011
Venue	Scarborough Campus

Option D

Tutor	Sandra Jacobs
Duration	6 Mondays
Time	6.00 to 9.00 pm
Start date	26 September 2011
Venue	Scarborough Campus

Option E

Tutor	Roy Beresford
Duration	6 Wednesdays
Time	5.30 to 8.30 pm
Start date	2 November 2011
Venue	Scarborough Campus

Option F

Tutor	Sandra Jacobs
Duration	6 Wednesdays
Time	10.15 am to 1.15 pm
Start date	11 January 2012
Venue	Scarborough Campus

I started the scriptwriting course in January 2010, and to be honest I didn't know what to expect.

However, any trepidation was soon 'put to rest' as the course got under way – an excellent tutor, great students and a supportive admin/staff team make this course one of the best I've ever undertaken.

Even if someone feels they can write, writing a script or screenplay is a very skilled task, and without this course I wouldn't have known where to start!

I've learnt more from this course than I could ever have hoped for, and who knows where it will lead?

The Scarborough Campus is really friendly. I think we're very fortunate to have such an excellent facility on our doorstep.

I can't wait to sign up for my next course. I for one have certainly had an enriching learning experience that will hopefully set me up for a future career in scriptwriting or screenplay writing.

Faith Young
UFA student



Creative writing

Story Craft: Transforming Creative Ideas into a Good Story

10 credits

Suitable for anyone interested in any form of storytelling or creative writing. This course will help you with the process of developing an idea and getting it down on paper, as well as the creation of well-structured stories and compelling characters. Topics include

- understanding story form and structure
- drawing from your own skills and experience in creating a story of your own
- allowing for a beginning, middle and end

You can start the course in September 2011 (Option A), January 2012 (Option B) or May 2012 (Option C).

Tutor George Cromack
Venue Scarborough Campus

Option A

Duration 6 Tuesdays
Time 6.00 to 9.00 pm
Start date 13 September 2011

Option B

Duration 6 Wednesdays
Time 6.00 to 9.00 pm
Start date 25 January 2012

Option C

Duration 6 Thursdays
Time 6.00 to 9.00 pm
Start date 24 May 2012

Mythic Structure from Fairy Tales to Film: The Core Elements in All Great Stories

10 credits

The course is about understanding the recurring stories and character types from ancient myth to modern soaps while using them to develop and inspire your own stories. It involves

- examining and using mythic story structure
- looking at the commonly recurring story archetypes

You can start the course in November 2011 (Option A) or March 2012 (Option B).

Tutor George Cromack
Venue Scarborough Campus

Option A

Duration 6 Tuesdays
Time 6.00 to 9.00 pm
Start date 8 November 2011

Option B

Duration 6 Wednesdays
Time 6.00 to 9.00 pm
Start date 14 March 2012

Scriptwriting for the Screen and the Radio

10 credits

The course deals with how to write visually and how to write for the ear, covering monologues, comedy, sitcom, soap and film. Topics include

- ‘showing, not telling’ on the screen
- allowing the audience to hear what is happening on the radio

You can start the course in January 2012 (Option A) or May 2012 (Option B).

Tutor George Cromack
Venue Scarborough Campus

Option A

Duration 6 Tuesdays
Time 6.00 to 9.00 pm
Start date 10 January 2012

Option B

Duration 6 Wednesdays
Time 6.00 to 9.00 pm
Start date 23 May 2012

Novel Ideas: Planning, Researching and Structuring Longer Stories

10 credits

This course looks at strategies to use when developing a longer story, novel or even feature film. Among other things, it covers

- research, planning and character development
- key aspects such as theme, mystery, suspense and ‘false leads’

Tutor George Cromack
Venue Scarborough Campus
Duration 6 Tuesdays
Time 6.00 to 9.00 pm
Start date 20 March 2012

Adaptation and Autobiography

10 credits

The course is about writing real-life experience and adapting from stage, screen, radio and real life, including the commercial aspects. It involves

- examining a range of adaptations and looking at what makes some more successful than others
- adapting a piece of work from one form to another

Tutor George Cromack
Duration 6 Tuesdays
Time 6.00 to 9.00 pm
Start date 17 April 2012
Venue Scarborough Campus

Digital media

Marketing Your Website

10 credits

This course will help you to understand how to identify your users and how to promote your website to them.

Topics include

- how to improve SEO (search engine optimisation) and the tools available to help monitor performance and results
- how social media can be used to improve your online presence

Tutor	Richard Askew
Duration	5 Mondays
Time	6.00 to 9.00 pm
Start date	19 September 2011
Venue	Scarborough Campus

Introduction to Photoshop

10 credits

This course will get you started on producing high-quality digital images and learning the skills required to enhance and repair your digital photographs. Areas covered include

- introduction to using Adobe Photoshop
- techniques to enable image editing, manipulation and design

You can start the course in September 2011 (Option A) or January 2012 (Option B).

Tutor	Steve Head
Venue	Scarborough Campus

Option A

Duration	6 Tuesdays
Time	6.00 to 9.00 pm
Start date	20 September 2011

Option B

Duration	6 Wednesdays
Time	6.00 to 9.00 pm
Start date	11 January 2012

Intermediate Photoshop

10 credits

Designed for those who have taken the introductory course or for those who have prior knowledge and experience, this course introduces advanced skills in image manipulation and blending. Areas covered include

- creating commercial images using your own digital images and photographs
- using more complex skills to allow a more professional and creative design standard

You can start the course in November 2011 (Option A) or February 2012 (Option B).

Tutor	Steve Head
Venue	Scarborough Campus

Option A

Duration	6 Tuesdays
Time	6.00 to 9.00 pm
Start date	15 November 2011

Option B

Duration	6 Wednesdays
Time	6.00 to 9.00 pm
Start date	29 February 2012

Introduction to Using Apple Mac Computers

10 credits

An introduction to the Apple Mac, enabling students to navigate comfortably around the Mac operating system. Areas covered include

- basic functionality of iTunes and iPhoto systems
- using the email and web browser applications

Tutor	Steve Head
Duration	4 Tuesdays
Time	6.00 to 9.00 pm
Start date	17 January 2012
Venue	Scarborough Campus

Introduction to Adobe Illustrator

10 credits

This introductory course requires no previous experience. Areas covered include

- techniques to enable basic drawing
- layout and design to create output files

Tutor	Steve Head
Duration	6 Tuesdays
Time	6.00 to 9.00 pm
Start date	6 March 2012
Venue	Scarborough Campus

Introduction to Web Development

10 credits

A course that aims to give the learner a solid understanding of how to research, design and build a website using HTML and CSS. No prior knowledge is needed. All software is freely available, so you can continue learning at home. Topics include

- how to plan your website to meet the user's needs
- core skills which will enable you to build a website

Tutor	Richard Askew
Duration	6 Thursdays
Time	6.00 to 9.00 pm
Start date	19 April 2012
Venue	Scarborough Campus

Health and social care

Concepts of Health and Social Care – Stage 1: For People Working in a Care Environment

10 credits

This course is for those involved in caring or health care who wish to improve their knowledge and qualifications. Areas covered include

- the health and social care spectrum
- models of health and ill health
- social aspects of health and social care

Tutor	Catherine Rayner
Duration	2 Tuesdays
Time	9.15 am to 4.15 pm
Dates	6 & 20 September 2011
Venue	Scarborough Campus

Concepts of Health and Social Care – Stage 2

10 credits

Looking at the concept of ill health and disease, and the history of the National Health Service. The course covers various care categories, including

- mental health and learning difficulties
- pregnancy and childcare
- care of the elderly

Tutor	Catherine Rayner
Duration	2 Tuesdays
Time	9.15 am to 4.15 pm
Dates	4 & 18 October 2011
Venue	Scarborough Campus

Concepts of Health and Social Care – Stage 3

10 credits

Looking at the role of the carer and the experience needed to develop the care role. Areas covered include

- the importance of good listening skills
- psychological and emotional care

Tutor	Catherine Rayner
Duration	2 Tuesdays
Time	9.15 am to 4.15 pm
Dates	1 & 15 November 2011
Venue	Scarborough Campus

Concepts of Health and Social Care – Stage 4 10 credits

This course considers the meaning of treatment and looks at various kinds of treatment, physical, emotional and psychological. Areas covered include

- elderly care, including dementia
- end-of-life care

Tutor	Catherine Rayner
Duration	2 Tuesdays
Time	9.15 am to 4.15 pm
Dates	29 November & 13 December 2011
Venue	Scarborough Campus

Concepts of Health and Social Care – Stage 5 10 credits

This course looks at the future of health and social care and the death of the state-supported institutions.

Among other things, it considers

- the question of who should provide future care
- moral, political and financial influences on the future of health and social care

Tutor	Catherine Rayner
Duration	2 Tuesdays
Time	9.15 am to 4.15 pm
Dates	10 & 24 January 2012
Venue	Scarborough Campus

History

Our 19th-Century Heritage – Stage 1: An Introduction to the Social History of Scarborough and District

10 credits

This course examines Scarborough and district in the context of 19th-century social history, focusing on

- agriculture and social change
- developments in education, religion, art and literature

Tutor	Charlotte Walker
Duration	10 Mondays
Time	10.00 am to 12.00 noon
Start date	26 September 2011
Venue	Scarborough Campus

Folklore, Myths and Legends of Scarborough and the North Yorkshire Coast

10 credits

This course provides an insight into the distinctive folklore practices, myths and legends of Scarborough and the North Yorkshire coast, including elements of archaeology, history and cultural studies. Topics include

- local traditions such as foreshore festivities and seasonal customs
- historical events, personalities, myths and legends

Tutor	James Wigby
Duration	6 Wednesdays
Time	10.00 am to 1.00 pm
Start date	28 September 2011
Venue	Scarborough Campus

Our 19th-Century Heritage – Stage 2: Explore More of the Social History of Scarborough and District

10 credits

This course further examines Scarborough and district in the context of 19th-century social history, focusing on

- developments, themes and personalities
- the arts, entertainment and tourism

Tutor	Charlotte Walker
Duration	10 Mondays
Time	10.00 am to 12.00 noon
Start date	9 January 2012
Venue	Scarborough Campus

Our 19th-Century Heritage – Stage 3: Explore More of the Social History of Scarborough and District: Personalities

10 credits

Take a look at Scarborough and the surrounding areas in the 19th century, focusing on

- what influenced Scarborough’s development
- where people lived and how they lived

Tutor	Charlotte Walker
Duration	8 Mondays
Time	10.00 am to 12.30 pm
Start Date	16 April 2012
Venue	Scarborough Campus

Interior design

Introduction to Interior Design

10 credits

Explore a range of techniques and develop your flair for maximum results at minimum cost. See your home in a totally new light, even if you are a complete beginner.

Areas covered include

- ingenious tips and simple techniques to transform any room
- looking at the design process

Tutor	Marilyn Longden
Venue	Scarborough Campus
Duration	2 Fridays
Time	9.15 am to 4.15 pm
Dates	7 & 21 October 2011

Interior Decoration

10 credits

Do you want the ability to enhance your home? This course will look at visual design characteristics such as form, shape, texture and scale. Areas covered include

- surface pattern and spatial form
- colours, fabrics, textiles and furniture
- developing inspiration and confidence to put ideas into action

Tutor	Marilyn Longden
Venue	Scarborough Campus
Duration	2 Fridays
Time	9.15 am to 4.15 pm
Dates	11 & 25 November 2011

Languages

French for Beginners

10 credits

This is an essential course for anyone who wants to start learning French. Areas covered include

- introductory knowledge of the language and French culture
- interesting and useful topics for getting by in everyday life

Tutor	Jackie Parcell
Duration	10 Tuesdays
Time	6.30 to 8.30 pm
Start date	27 September 2011
Venue	Scarborough Campus

Moving on in French

10 credits

This is a follow-on course for those who already have a basic knowledge of French. Learners will gain an understanding of linguistic structures. Areas covered include

- how to communicate confidently in French
- asking advice and giving suggestions

Tutor	Jackie Parcell
Duration	10 Tuesdays
Time	6.30 to 8.30 pm
Start date	24 January 2012
Venue	Scarborough Campus

Spanish for Beginners

30 credits (please note that this course costs £295)

This is an essential course for anyone who wants to start learning Spanish. Areas covered include

- introductory knowledge of the language and Spanish culture
- interesting and useful topics for getting by in everyday life

Tutor	Amparo Garcia
Duration	30 Mondays
Time	7.00 to 9.00 pm
Start date	26 September 2011
Venue	Scarborough Campus

Learning More Spanish – Intermediate

30 credits (please note that this course costs £295)

This is a follow-on course for those who already have a basic knowledge of Spanish. Learners will gain an understanding of linguistic structures. Areas covered include

- asking advice and giving suggestions
- asking and giving an opinion

Tutor	Amparo Garcia
Duration	30 Thursdays
Time	7.00 to 9.00 pm
Start date	29 September 2011
Venue	Scarborough Campus

Diploma in Spanish as a Foreign Language (DELE)

Please note that students who undertake the beginners and intermediate Spanish courses should, on completion of the assignments, have gained sufficient knowledge to be able to sit an official examination (DELE) in Instituto Cervantes' venues around the globe.

The Diplomas in Spanish as a Foreign Language (DELE) are the only officially accredited qualifications issued by the Ministry for Education of the Kingdom of Spain that are administered internationally. Private companies, chambers of commerce and public and private educational systems recognise them worldwide. Their use is mainly related to educational and professional contexts.

Media studies

Introduction to Working in TV and Radio

10 credits

This course is suitable for anyone with an interest in the role of the media in society, with particular reference to TV and radio. Topics covered include

- basic communication skills used in broadcasting
- developing basic skills for programme making
- looking at the role of the media in society

You can study this course in the morning (Option A) or afternoon (Option B).

Option A

Tutor	Hannah McMahon
Duration	6 Mondays
Time	11.15 am to 2.15 pm
Start date	12 September 2011
Venue	Scarborough Campus

Option B

Tutor	Hannah McMahon
Duration	6 Mondays
Time	5.15 to 8.15 pm
Start date	12 September 2012
Venue	Scarborough Campus

Mental health

Mental Health Today

10 credits

This course looks at a number of different mental disorders, including psychosis and anxiety, and considers both biological and cognitive factors in mental illness. Topics include

- developing an understanding of different disorders
- main symptoms of mental disorders
- treatments

You can start the course in October 2011 (Option A) or February 2012 (Option B).

Tutor	Jean Fardoe
Venue	Scarborough Campus

Option A

Duration	8 Mondays
Time	6.00 to 8.30 pm
Start date	3 October 2011

Option B

Duration	8 Mondays
Time	6.00 to 8.30 pm
Start date	20 February 2012

Mentoring

The Making of a Good Mentor

This course will be relevant to people who, whether formally or informally, have an interest in the mentoring process and could utilise mentoring skills in their professional or personal lives. The course includes a case study. Topics include

- the skills needed to create an effective mentoring relationship
- how to sustain momentum and achieve identified goals
- problem solving and helping mentees become more independent

You can start the course in September (Option A), January (Option B) or May (Option C).

Tutor Margot Williams

Option A

Duration 8 Thursdays
Time 5.30 to 8.00 pm
Start date 22 September 2011
Venue Scarborough Campus

Option B

Duration 8 Thursdays
Time 5.30 to 8.00 pm
Start date 19 January 2012
Venue Green Lane Centre, Whitby

Option C

Duration 8 Thursdays
Time 5.30 to 8.00 pm
Start date 3 May 2012
Venue Scarborough Campus

Popular culture

The following five courses are designed to be studied consecutively, as topics lead on from course to course. However, if you have a particular interest in one of the courses, it can be studied alone.

Bite Me! Vampires in Popular Culture

10 credits

This course aims to discover why the vampire is so popular in contemporary culture and will look at vampires from *Dracula* to *Twilight* and *True Blood*. It covers

- the origins of vampires in mythology and early literature and why they have continued to be popular
- the vampire today and how it continues to be reinvented on film, on television and in literature

Tutor Charlotte Dalton

Duration 6 Thursdays
Time 6.00 to 9.00 pm
Start date 15 September 2011
Venue Scarborough Campus

Superheroes, Rebels and Weirdos: The Outsider in Popular Culture

10 credits

This course explores the function of the 'outsider' throughout film, television and literature, particularly considering representations in popular culture past and present. The course

- analyses the 'outsider' and looks at how it continues to be a part of popular culture
- examines a range of texts from popular culture, including Mary Shelley's *Frankenstein*, *Rebel without a Cause* and *Batman*.

Tutors George Cromack & Charlotte Dalton
Duration 6 Thursdays
Time 6.00 to 9.00 pm
Start date 3 November 2011
Venue Scarborough Campus

Behind the Screen: Exploring Popular Film

10 credits

This course looks at what lies behind popular film – how films start life, their journey to the screen and how they are marketed and distributed. Areas covered include

- the complicated origins of films and how they travel from page to screen
- the movie-making business (with a look at blockbuster films such as *Jaws*, *Star Wars*, and *Avatar*,

Tutors	George Cromack & Charlotte Dalton
Duration	6 Thursdays
Time	6.00 to 9:00 pm
Start date	12 January 2012
Venue	Scarborough Campus

Dead Popular: Ghosts and the Gothic

10 credits

Explore the darker side of literature and popular culture by looking at ghost stories from M R James to contemporary television and films. The course considers how ghosts have haunted us throughout the centuries and continue to do so. It involves

- exploring the themes and structures of ghost stories
- looking at a variety of texts and critically analysing them

Tutors	George Cromack & Charlotte Dalton
Duration	6 Thursdays
Time	6.00 to 9.00 pm
Start date	1 March 2012
Venue	Scarborough Campus

'You Can't Say That!': Censorship and the Taboo in Popular Culture

10 credits

Do some issues become more or less taboo with time? Who decides what should be censored? Can events lead to something effectively becoming taboo overnight? This course will try to answer such questions. Topics covered include

- taboos in literature, film/TV, computer games and social networking
- censorship and society's ever-changing list of taboos

Tutors	George Cromack & Charlotte Dalton
Duration	6 Thursdays
Time	6.00 to 9.00 pm
Start date	19 April 2012
Venue	Scarborough Campus

Psychology

A Practical Introduction to Psychology

10 credits

Ever wondered why we behave in certain ways? This introductory course will help you to find some answers. Topics include

- understanding the things that shape our thoughts, feelings, abilities, attitudes and behaviours
- comparing different psychological theories
- understanding how daily functions like memory work

Tutor	Christine Gilkes
Duration	8 Mondays
Time	6.00 to 8.30 pm
Start date	10 October 2011
Venue	Scarborough Campus

Social enterprise

‘Good Business with Soul’: Launching and Funding Social Enterprise, Voluntary and Community Projects

10 credits

This course is designed to introduce students to the concept and practice of social enterprise. No prior knowledge of the sector is required. Topics include

- working in social and community business combined with ongoing practical support
- gaining knowledge and skills to enhance employment prospects in civil society or for considering self-employment in social and community enterprise

Tutor	Paul Norbury
Duration	6 Tuesdays
Time	6.30 to 9.00 pm
Start date	1 November 2011
Venue	Scarborough campus

Social studies

Addiction and Dependence

10 credits

Changing thoughts and behaviours is integral to overcoming dependence. This module includes

- an overview of the models of change and its various stages
- preparing for, acting upon and maintaining that change

Tutor	Roy Beresford
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	17 & 18 October 2011
Venue	Scarborough Campus

Drugs Wise: Substance Misuse and Its Implications

10 credits

This course will be of interest to individuals/agencies who would like to enhance their knowledge of substance misuse issues, including learners who have to deal with drugs issues in a non-professional capacity (e.g. parents). Areas covered include

- drugs and the law and how the law has changed
- signs and symptoms of drug use
- social impact of drug use (i.e. crime/prostitution)

You can take this course in November 2011 (Option A) or April 2012 (Option B).

Tutor	James Wigby
Venue	Scarborough Campus

Option A

Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	7 & 8 November 2011

Option B

Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	16 & 17 April 2012

Drink and Drugs: A Cognitive Behavioural Approach to Dependency

10 Credits

This module combines a practical and a theoretical approach to dependency. It includes the questions

- What is substance use disorder, and how is it screened and assessed?
- How does CBT work, and how effective is it?

Tutor	Roy Beresford
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	28 & 29 November 2011
Venue	Scarborough Campus

Legal Highs

10 credits

What are legal highs, and how do they fit into today's drug-using scene? This course examines the legal loopholes and how these drugs can be sold on the internet. This course which will be of interest to parents and those working with young people. Areas covered include

- health effects
- media portrayal
- the future with regard to legislation

Tutor	James Wigby
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	30 & 31 January 2012
Venue	Scarborough Campus

Relapse Prevention: Can We Resist Earlier Behaviours?

10 credits

The concept of relapse is ever present in the minds of those overcoming addiction or dependence. Is relapse avoidable? This module attempts to look at ways of making it so, including

- an overview of relapse and its component parts
- what initiates relapse and practical skills to avoid it

Tutor	Roy Beresford
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	27 & 28 February 2012
Venue	Scarborough Campus

Dual Diagnosis: Mental Health and Substance Misuse

10 credits

This course offers an introduction to dual diagnosis – the coexistence of mental-health and substance misuse problems. Areas covered include

- treatment pathways
- the holistic approach to the management of dual diagnosis
- interrelated issues

Tutor	James Wigby
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	26 & 27 March 2012
Venue	Scarborough Campus

Drug-Using Parents

10 credits

Focusing on substance misuse across prenatal, antenatal, postnatal and neonatal periods, this course looks at the harm caused by drugs ranging from nicotine and alcohol to prescription drugs and illegal drugs. Areas covered include

- the effects on parents, children and extended family
- services and treatment solutions

Tutor	James Wigby
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	30 April & 1 May 2012
Venue	Scarborough Campus

The Psychology of Addiction and Dependence

10 credits

Why do people become addicted to drugs or alcohol? This course looks at

- the reasons for addiction – social, emotional and physiological factors
- factors which contribute to dependence

Tutor	James Wigby
Duration	2 days (Monday & Tuesday)
Time	9.15 am to 4.15 pm
Dates	25 & 26 June 2012
Venue	Scarborough Campus

Sociology

Introduction to Sociology: Society and People 10 credits

This course is relevant to any learners who wish to obtain a better understanding of the social aspects of life and society. Topics covered include

- understanding what ‘sociology’ means
- how social phenomena work

Tutor	Keith Waite
Duration	8 Wednesdays
Time	6.00 to 8.30 pm
Start Date	5 October 2011
Venue	Scarborough Campus

Villains: The Sociology of Crime and Deviance 10 credits

Explore the sociological theories behind the motivations for crime in our society and, alongside the relevant ‘Realist Theories’, assess the validity of crime statistics reported in the media. Areas covered include

- exploring the problems of crime detection
- developing you own sociological point of view

Tutor	Keith Waite
Duration	8 Wednesdays
Time	6.00 to 8.30 pm
Start date	25 January 2012
Venue	Scarborough Campus

Study skills

Study Skills for Beginners and Returners 10 credits

If you are new to studying or returning after a break, this course will enable you to plan and prepare your work with confidence. Learn how to

- get organised and manage your time
- plan essays and reports
- research and gather information
- use references and construct bibliographies

You can start the course in September 2011 (Option A), January 2012 (Option B) or April 2012 (Option C).

Tutor	Charlotte Walker
Venue	Scarborough Campus

Option A

Duration	8 Thursdays
Time	6.00 to 8.30 pm
Start date	29 September 2011

Option B

Duration	8 Thursdays
Time	6.00 to 8.30 pm
Start date	12 January 2012

Option C

Duration	8 Thursdays
Time	6.00 to 8.30 pm
Start date	19 April 2012

Transactional analysis

Transactional Analysis – Stage 1

10 credits

Transactional analysis, commonly known as TA, is an integrative approach to the theory of psychology, psychotherapy and child development. The theories have been used by those working in education, counselling and management as a form of communication training. No previous experience is required. Areas covered include

- how people are structured psychologically
- theories of child development explaining how our adult patterns of life originated in childhood

Tutor	Denise Hardy
Duration	5 Thursdays
Time	9.15 am to 12.15 pm
Start date	3 November 2011
Venue	Scarborough Campus

Transactional Analysis – Stage 2

10 credits

Developed as a follow-on from Transactional Analysis 1. An opportunity to investigate the subject further.

Tutor	Denise Hardy
Duration	5 Thursdays
Time	9.15 am to 12.15 pm
Start date	1 March 2012
Venue	Scarborough Campus

Volunteering

The Making of a Good Volunteer

10 credits

As many people are discovering, being a volunteer is not only enjoyable and satisfying, but it can also hugely enhance your job prospects. This course will provide you with an understanding of volunteering and help to give you the best chance of being accepted as a volunteer in the service area of your choice. Topics include

- the responsibilities of being a volunteer
- what you can expect from the organisation that you are volunteering with
- what to look for when choosing your volunteering placement

You can start the course in September (Option A), January (Option B) or May (Option C).

Option A

Duration	8 Tuesdays
Time	5.30 to 8.00 pm
Start date	27 September 2011
Tutor	Margot Williams
Venue	Scarborough Campus

Option B

Duration	8 Tuesdays
Time	5.30 to 8.00 pm
Start date	24 January 2012
Tutor	Margot Williams
Venue	Green Lane Centre, Whitby

Option C

Duration	8 Tuesdays
Time	5.30 to 8.00 pm
Start date	1 May 2012
Tutor	Margot Williams
Venue	Scarborough Campus



Foundation degrees

The Theory and Practice of Counselling	31
Working with Children, Young People and Their Families	32
Health and Social Care of Adults	34
Early Childhood Policy and Practice	36
Working with Children and Young People in Education	37

The Theory and Practice of Counselling

Foundation degree

About the programme

The Centre for Employability and Professional Skills at the University of Hull's Scarborough Campus offers this programme for individuals who want a career in professional counselling, whether as a self-employed counsellor or working for an agency that employs professional counsellors. It is also suitable for individuals who want to develop and use counselling skills within other kinds of work. Entry requires National Qualification Framework (NQF) Level 3 achievement (or equivalent) in counselling.

The programme has been designed to meet the growing demand for counsellors to work in the health, voluntary and community sectors and in private practice.

Counselling is increasingly being provided in centres, agencies, schools, hospitals, general practices and businesses as well as in private practice. This programme has been developed to acknowledge a growing awareness of the benefits of talking therapies among policy makers, health professionals and the general public.

What will I study?

The programme comprises a series of modules which have been designed to reflect the needs of employers, practitioners and those who want to use counselling skills in other contexts. Among other things, it covers

- core and comparative theoretical counselling models
- managing your own learning
- establishing a professional framework
- counselling skills development and practice
- personal development and self-awareness
- contemporary specialisms
- supervised counselling practice
- integrating personal development into practice
- integrating professional issues into practice

How long will it take?

You can complete the degree over two years or three years. Attendance normally involves one afternoon and evening a week, over a period of 45 weeks per year. (Wherever possible, the structure of the programme will take account of school holidays.) In addition, you will be required to engage in independent study, background reading, and work-based and reflective learning.

How is the work assessed?

Each module is assessed. We use a range of assessment methods to suit students' differing learning styles:

- learning portfolios
- essays
- presentations
- case studies
- reflections on personal learning journals
- placement portfolios
- tapes
- project reports
- evaluations of counselling practice

What can I do afterwards?

Continuing students will be able to progress to an Honours degree such as BA Counselling Studies.

What does it cost?

Up-to-date information on tuition fees can be obtained from the department or via the University website at www.hull.ac.uk. Students on low incomes may be eligible for fee and course grants. Further information can be found at www.hull.ac.uk/money. For guidance, the fee for this course is likely to be approximately £1,800 per year.

What are the entry requirements?

Candidates must be able to show evidence of the ability to study at Level 3 or above (e.g. through successful completion of modules/units from a relevant University Foundation Award or Certificate in counselling or equivalent).

Acceptance onto the programme will depend on a satisfactory interview and an enhanced CRB check.

Further information and applications

To obtain further information please contact the Centre for Employability and Professional Skills at the Scarborough Campus – call 01723 507284 or email ceps@hull.ac.uk. Application forms are available on request.

Working with Children, Young People and Their Families

Foundation degree

About the programme

The Centre for Employability and Professional Skills at the University of Hull's Scarborough Campus has developed this new programme for frontline staff working or wanting to work with children, young people and families.

The programme has been designed to support such people in developing the skills and knowledge that they need to work effectively with that target group. It incorporates work-based learning and is delivered in a flexible and accessible format.

The programme will help individuals working in this sector to develop their careers and will offer progression to an Honours degree for students who successfully complete the Foundation degree.

The programme is suitable for staff who work

- in children's centres
- as social work assistants, as foster carers and in residential care
- in youth and community settings and youth offending teams
- in the voluntary sector supporting children, young people and families

It has been devised to ensure that all staff acquire the knowledge and understanding required to provide the highest levels of service.

What will I study?

The programme comprises a series of modules which have been designed to reflect the needs of employers, staff employed in this sector and those wanting to acquire the knowledge and understanding required to gain employment in this sector. Among other things, it covers

- learning to learn in a workplace context
- social policy background in relation to children, young people and families
- safeguarding children and young people
- effective communication in the workplace
- the reflective practitioner
- principles, values and ethics
- equality and diversity in practice
- leading and managing people
- supporting children, young people and families during transitions
- multi-agency working and team working
- children's development and behaviour
- the legal framework

How long will it take?

You can complete the degree over two years, but you may spread it over a longer period if you wish. Attendance normally involves one afternoon and evening per week. In addition, you will be required to engage in independent study, background reading, and work-based and reflective learning.

How is the work assessed?

Each module is assessed. We use a range of assessment methods to suit students' different learning styles, including

- essays
- group presentations
- reflective statements
- reports
- action plans
- case studies
- critical incidents
- time-constrained assessment

What can I do afterwards?

Students who successfully complete the Foundation degree can progress to an Honours degree.

What does it cost?

Information on tuition fees can be obtained from the department or via the University website at www.hull.ac.uk. Students on low incomes may be eligible for fee and course grants. Further information can be found at www.hull.ac.uk/money.

What are the entry requirements?

Applicants should either be

- currently employed in an appropriate sector working with children, young people and families, or
- prepared to undertake 200 hours of appropriate work-related experience by the end of the second year of the programme

Candidates must also satisfy at least *one* of the following academic criteria:

- evidence of ability to study at Level 3 or above (e.g. through successful completion of modules/units from a relevant University Foundation Award or Certificate)
- NVQ Level 3
- BTEC National Certificate or National Diploma with at least 160 points
- an approved Access course in an appropriate subject
- Advanced level GNVQ with at least a Merit profile
- two A levels

Acceptance onto the programme will also depend on a satisfactory interview and an enhanced CRB check. The University will look for evidence of

- commitment, enthusiasm and the potential to succeed on the programme and cope with study at higher education level
- basic IT skills or a willingness to learn such skills and use IT for study purposes
- a good standard of written English and the ability to express yourself on paper

Individuals not in employment must also show a willingness to obtain a suitable work placement to develop and practise skills and to undertake work-based learning.

Further information and applications

To obtain further information please contact the Centre for Employability and Professional Skills at the Scarborough Campus – call 01723 507284 or email ceps@hull.ac.uk. Application forms are available on request.



Health and Social Care of Adults

Foundation degree

About the programme

The Centre for Employability and Professional Skills at the University of Hull's Scarborough Campus runs this highly vocationally relevant Foundation degree programme for frontline staff working or wanting to work in the health and social care sector.

The programme is designed to support people in the workforce to develop the skills and knowledge that they need to work effectively in this area. It incorporates work-based learning and is delivered in a flexible and accessible format, offering support in relation to a broad spectrum of student needs. It will help individuals working in this sector to develop their careers and will offer progression to an Honours degree.

The programme is suitable for staff who work

- in residential care
- as health and social care assistant practitioners
- in primary or acute health care settings
- in the voluntary sector supporting health and social care clients

It has been devised to ensure that all staff acquire the knowledge and understanding required to provide the highest levels of service.

What will I study?

The programme comprises a series of modules which have been designed to reflect the needs of employers, staff employed in this sector and those wanting to acquire the necessary knowledge and understanding to gain employment in health and social care. Among other things, it covers

- learning to learn in a workplace context
- later years and end-of-life care
- dementia care
- effective communication in the workplace
- coaching and mentoring
- legal and ethical issues in the workplace
- equality and diversity in practice
- leading and managing people
- promoting health and well-being
- multi-agency and team working
- reflective practice

How long will it take?

You can complete the degree over two years, but you may spread it over a longer period if you wish. The programme is delivered over an extended academic year comprising three semesters which commence in September and finish in July. Attendance normally involves one afternoon and evening a week. In addition, you will be required to engage in independent study, background reading, and work-based and reflective learning.

How is the work assessed?

Modules are assessed by a range of methods to suit students' differing learning styles. Assessment methods may include

- essays
- group presentations
- reflective statements
- reports
- action plans
- case studies
- time-constrained assessments

What can I do afterwards?

Students who successfully complete a Foundation degree can progress to an Honours degree.

What does it cost?

Information on tuition fees can be obtained from the department or via the University website at www.hull.ac.uk. Students on low incomes may be eligible for fee and course grants. Further information can be found at www.hull.ac.uk/money.

What are the entry requirements?

Applicants should be either

- currently employed in an appropriate sector of health and social care or
- prepared to undertake 200 hours of appropriate work-related experience by the end of the second year

Candidates must also satisfy at least *one* of the following criteria:

- ability to study at Level 3 or above (e.g. through successful completion of modules/units from a relevant University Foundation Award or Certificate)
- NVQ Level 3
- BTEC National Certificate or Diploma with at least a Merit profile
- an approved Access course in an appropriate subject
- Advanced level GNVQ with at least a Merit profile
- two A levels

Acceptance onto the programme will be subject to a successful interview. The University will look for evidence of

- commitment, enthusiasm and the potential to succeed on the programme and cope with study at a higher level
- basic IT skills or a willingness to learn such skills and use IT for study purposes
- a good standard of written English and the ability to express yourself on paper

Individuals not in employment must also show a willingness to obtain a suitable work placement to develop and practise skills and to undertake work-based learning.

Further information and applications

To obtain further information please contact the Centre for Employability and Professional Skills on 01723 507284 or at ceps-scar@hull.ac.uk. Application forms are available on request.



Early Childhood Policy and Practice

Foundation degree

About the programme

Scarborough School of Education offers this part-time degree programme designed for practitioners working with children in private and maintained Foundation Stage settings who are already in possession of an NVQ Level 3 or equivalent.

What will I study?

Module content has been designed to reflect the needs of employers and their practitioners. It includes

- child development and early learning
- Early Years Foundation Stage learning and teaching
- safeguarding children
- multiple perspectives on early learning
- learning to learn in study and at work
- observing and assessing young children
- managing an early childhood setting
- play and exploration in the learning environment
- effective pedagogy for early childhood
- approaches to partnership
- the reflective practitioner

How long will it take?

You can complete the degree programme in two years, attending part-time (one afternoon and evening each week). Learning is also based in the workplace.

How is the work assessed?

Each module is assessed by a range of methods to suit students' differing learning styles. Assessment methods include learning logs, presentations and professional portfolios, as well as the more traditional essays and an exam.

What can I do afterwards?

Continuing students will be able to progress to an Honours degree and have the opportunity to achieve Early Years Professional Status.

What does it cost?

The fee is approximately £1,110 per year. Funding is available in some cases through Student Finance England.

What support is available?

Practitioners commencing the programme may be eligible for support, through their local authority or from the Children's Workforce Development Unit, to cover

- up to £500 per academic year, for two years, towards supply costs for their employers
- support for learning through a workplace mentor as well as University tutors

What are the entry requirements?

Applicants should already be in possession of an NQF Level 3 qualification or equivalent.

Further information and applications

Contact Judith Vine on 01723 357130 or at j.vine@hull.ac.uk.



Working with Children and Young People in Education

Foundation degree

About the programme

The Centre for Employability and Professional Skills at the University of Hull's Scarborough Campus is offering this programme for individuals who work as support staff in primary or secondary schools and who want to study part-time for a qualification related to their work.

What will I study?

The programme comprises a series of 12 modules designed to reflect the needs of employers and individuals working as support staff in schools. Among other things, it covers

- learning to learn in a workplace context
- principles, values and ethics
- child development
- coaching and mentoring
- behaviour management
- safeguarding and vulnerability
- equality and diversity
- leading and managing people
- assessment for learning
- multi-agency and team working
- special educational needs
- the reflective practitioner

How long will it take?

You complete the programme over a two-year period. Attendance normally involves one afternoon and evening each week for 45 weeks a year, and wherever possible the programme structure will take account of school holidays. In addition, you will be required to engage in independent study, background reading, and work-based and reflective learning.

How is the work assessed?

Each module is assessed. Assessment methods vary to suit students' different learning styles. They include

- learning portfolios
- essays
- presentations
- case studies
- reflective statements
- child studies
- reports
- critical incidents
- action plans

What can I do afterwards?

Continuing students will be able to progress to an Honours degree such as BA Education and Learning (based at the Hull Campus).

What does it cost?

Up-to-date information on tuition fees can be obtained from the department or via the University website at www.hull.ac.uk. Students on low incomes may be eligible for fee and course grants. Further information can be found at www.hull.ac.uk/money. For guidance, fees are likely to be approximately £1,800 per year.

What are the entry requirements?

Candidates must be either

- currently employed in a school or educational institution supporting children and young people
- prepared to undertake 200 hours of appropriate work-related experience in a school or educational institution by the end of the second year of the programme (we will help you to find a suitable work placement)

Candidates must also satisfy at least *one* of the following academic criteria:

- evidence of ability to study at Level 3 or above (e.g. through successful completion of modules/units from a relevant University Foundation Award or Certificate)
- A levels (minimum 160 points)
- NVQ Level 3
- BTEC National Certificate or National Diploma with at least a Merit profile
- an approved Access course in an appropriate subject
- Advanced level GNVQ with at least a Merit profile

and/or

- written recommendation from the employing organisation

Acceptance onto the programme will depend on a satisfactory interview and an enhanced CRB check.

Further information and applications

To obtain further information please contact the Centre for Employability and Professional Skills on 01723 507284 or at ceps-scar@hull.ac.uk. Application forms are available on request.

Full course list

Art and design 9

Watercolour for Beginners	9
Art and Design	9
Drawing and Oil Painting	9
Oil Painting – Portraits	10
Introduction to Drawing	10
Watercolour: The Next Step	10
Art and Design – Past and Present	10
Drawing for Beginners	10
Introduction to Acrylics	10
Oil Painting 1 – You Can Paint with Oils	11
Oil Painting 2 – The Renaissance	11
Oil Painting 3 – Baroque to the Revolution	11
Oil Painting 4 – All Change for the 20th Century	11
Oil Painting 5 – Berlin to New York, Paris to London: Refugee Artists and Their Legacy	11

Autistic spectrum conditions 12

Introduction to Autistic Spectrum Conditions (ASCs)	12
Autistic Spectrum Conditions (ASCs) – Stage 2	12
Dealing with Challenging Behaviour and Evaluating Practice	12
Introduction to Attention Deficit Disorder with/without Hyperactivity (ADD/ADHD)	12
Living and Working with Disabled Children and Children with Special Educational Needs (SEN)	12

Business 13

Starting Your Own Business	13
Marketing Your New Business	13
Developing Your Business	13
An Introduction to Contract Law	13
An Introduction to Employment Law	14

Child protection 14

Safeguarding Children and Young People	14
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Coaching 15

Introduction to Coaching	15
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Counselling skills 15

An Introduction to Counselling Skills – Stage 1	15
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Creative writing 17

Story Craft: Transforming Creative Ideas into a Good Story	17
Mythic Structure from Fairy Tales to Film: The Core Elements in All Great Stories	17
Scriptwriting for the Screen and the Radio	17
Novel Ideas: Planning, Researching and Structuring Longer Stories	17
Adaptation and Autobiography	17

Digital media 18

Marketing Your Website	18
Introduction to Photoshop	18
Intermediate Photoshop	18
Introduction to Using Apple Mac Computers	18
Introduction to Adobe Illustrator	18
Introduction to Web Development	19

Health and social care 19

Concepts of Health and Social Care – Stage 1: For People Working in a Care Environment	19
Concepts of Health and Social Care – Stage 2	19
Concepts of Health and Social Care – Stage 3	19
Concepts of Health and Social Care – Stage 4	19
Concepts of Health and Social Care – Stage 5	19

History 20

Our 19th-Century Heritage – Stage 1: An Introduction to the Social History of Scarborough and District	20
Folklore, Myths and Legends of Scarborough and the North Yorkshire Coast	20
Our 19th-Century Heritage – Stage 2: Explore More of the Social History of Scarborough and District	20
Our 19th-Century Heritage – Stage 3: Explore More of the Social History of Scarborough and District: Personalities	21

Interior design 21

Introduction to Interior Design	21
Interior Decoration	21

Languages 22

French for Beginners	22
Moving on in French	22
Spanish for Beginners	22
Learning More Spanish – Intermediate	22
Diploma in Spanish as a Foreign Language	22

Media studies 23

Introduction to Working in TV and Radio 23

Mental health 23

Mental Health Today 23

Mentoring 24

The Making of a Good Mentor 24

Popular culture 24

Bite Me! Vampires in Popular Culture 24

Superheroes, Rebels and Weirdos:
The Outsider in Popular Culture 24

Behind the Screen: Exploring Popular Film 25

Dead Popular: Ghosts and the Gothic 25

‘You Can’t Say That!’: Censorship and the
Taboo in Popular Culture 25

Psychology 25

A Practical Introduction to Psychology 25

Social enterprise 26

‘Good Business with Soul’: Launching
and Funding Social Enterprise,
Voluntary and Community Projects 26

Social studies 26

Addiction and Dependence 26

Drugs Wise: Substance Misuse and
Its Implications 26

Drink and Drugs: A Cognitive Behavioural
Approach to Dependency 26

Legal Highs 27

Relapse Prevention: Can We Resist Earlier
Behaviours? 27

Dual Diagnosis: Mental Health and
Substance Misuse 27

Drug-Using Parents 27

The Psychology of Addiction and Dependence 27

Sociology 28

Introduction to Sociology: Society and People 28

Villains: The Sociology of Crime and Deviance 28

Study skills 28

Study Skills for Beginners and Returners 28

Transactional analysis 29

Transactional Analysis – Stage 1 29

Transactional Analysis – Stage 2 29

Volunteering 29

The Making of a Good Volunteer 29

Foundation degrees 30

The Theory and Practice of Counselling 31

Working with Children, Young People
and Their Families 32

Health and Social Care of Adults 34

Early Childhood Policy and Practice 36

Working with Children and Young People
in Education 37





University Foundation Award (UFA) Presentation Evening

In order to celebrate the achievements of our learners, we hold a presentation evening on campus every year in recognition of their hard work. The vast majority of our learners have had to juggle their studies with work and family life, but they remain committed and motivated – and many of them progress to one of the Foundation degree courses offered at the Scarborough Campus.

All learners at our last presentation evening, which took place in February 2011, had achieved 60 University Foundation Award credits studying various subjects from counselling skills through to creative writing. Some of them would use these credits to gain access to higher education; others had been studying simply for personal or professional development.

After a short presentation from a former tutor, now a writer, and a few words from programme directors, the learners – and their families and friends – enjoyed drinks and a buffet with our staff.

Jane Baxter, Head of the Centre for Employability and Professional Skills, said: 'This annual event is significant in showing how our learners have progressed. I am immensely proud of each and every one of our learners as I am aware that the vast majority have juggled their studies with family and work commitments. Most learners go on to further studies within the University, and for many the evening marks the start of their progression to further academic studies.'

We wish all our learners – past, present and future – every success in all their studies.

**Change
the way you
think**