



PADERBORN GARRISON

Detmold Hameln
Paderborn Sennelager
Bad Lippspringe



Opportunities to Learn in Paderborn Garrison



PCDL Course Brochure Spring 2012 (V1)

**PCDL COURSES ARE FREE FOR
MILITARY PERSONNEL; DEPENDANTS & UKBC
PERSONNEL PAY THE COURSE FEES**

**TIMES, DATES AND VENUES MAY CHANGE, PLEASE CHECK WITH
THE INFORMATION HUB (I-HUB) AT 41 AEC**

**Civ 05251 101 461 / 548
Mil ext 79 3548 / 79 3461
Email: ppdcoord@41aec.detsa.co.uk**



**41 Army Education
Centre, Block 6,
Alanbrooke Bks,
BFPO 22**

**Block 6, Alanbrooke
Bks, ElsenerStr 5,
33102 Paderborn**



**ARMY
EDUCATIONAL
SERVICES**



**44 Army Learning
Centre, Block 11
Gordon Bks,
BFPO 31**

**Block 11, Suntelstr,
31787 Hameln**

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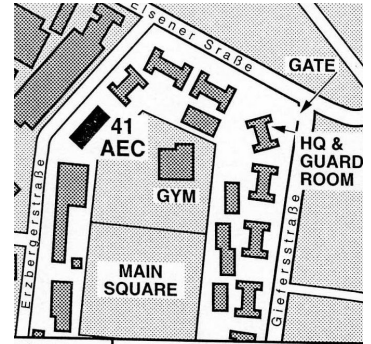
A quick guide to help you find what you're looking for within 41 AEC

Mini guides/leaflets are also available throughout the Garrison (NAAFI's, Post Offices, Libraries) as well in Unit Welfare Offices!

ABOUT 41 AEC

Where To Find Us & Contact Nos.

Below is a map of our location in Paderborn. If you have any problems finding us please contact the 41 AEC Reception on **Paderborn Mil Ext 3552 or Civ 05251 101552**.



Civilian Address: Block 6, Alanbrooke Barracks, Elsener Strasse 5
33102 Paderborn

Military Address: 41 AEC, Alanbrooke Bks, BFPO 22

Opening Hours: Mon-Thu: 0800-1630; Fri: 0800-1300

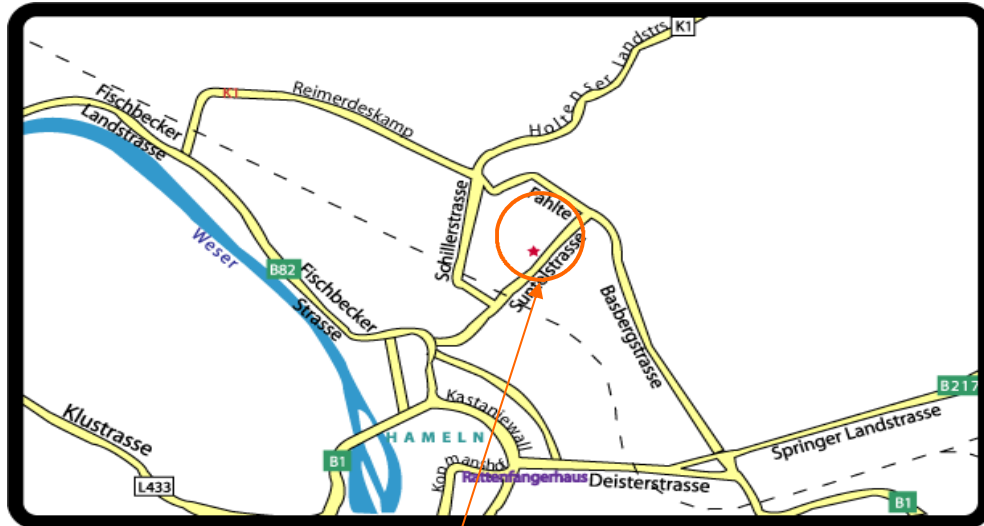
Civilian Code: 05251 101 (plus last three digits) **Military Code:** 94879

Appointment	Tel No. Pad Mil (79) Ext
OC	3551
I-HUB (PCDL, IERO Clerk & Basic Skills Clerks)	3548 & 3461
Centre Manager	3569
Reception	3552
Duty LDO	3455
Army Learning Centre (E-Learning)	3418
Basic Skills Development Manager	3512
Resettlement Officer/IERO	3481
OC Rear (LDO)	3481
LDO	3469
FAX	3573

ABOUT 44 ALC

Where To Find Us

Below is a map of our location in Hameln.
If you have any problems finding us please contact the 44 ALC Reception on
Mil Ext 83 2296/3330 or **Civ 05151 101296**.



Civilian Address: Block 11, Gordon Bks, Suntelstrasse 31787
Military Address: 44 ALC, Gordon Bks, Hameln, BFPO 31
Opening Hours: Mon-Thu: 0800-1630; Fri: 0800-1300
Civilian Code: 05151 101 (plus last three digits)
Military Code: 94883 plus four digit number below.

Contact Us

Appointment	Tel No. Hameln Mil Ext
Library	2458
BSDM	3330
Army Learning Centre	2460
Admin Office	2244
FAX	2466



IN UNIT COURSES



41 AEC Opening Hours

Mon to Thu: 0800-1630; Fri: 0800-1300

**41 AEC is closed on
German Bank Holidays**

IS YOUR UNIT TOO BUSY TO ATTEND COURSES ?

We can provide in-house courses for you!

All we require is a minimum of eight students and a venue; we can provide unit specific language (i.e. policing in German, German medical terminology, etc.). If you provide us with the space within your unit, we can provide the tutor....!!

Contact the **PCDL Coordinator at 41 AEC** on **Mil: 79 3548 or 3461**

Email: ppdcoord@41aec.detsa.co.uk

DII Email: 41AEC-PBA-PCDL Coord

We are very keen to recruit tutors to provide courses; not just those listed below, but anything you feel may be of interest!

For further details contact the PCDL Coordinator on
Mil 79 3548 or 3461 or Civ 05251 101461 or 05251 101 548

Email: ppdcoord@41aec.detsa.co.uk



Ballroom



Salsa

Zumba



**Arts &
Crafts**



First Aid

Web Design



Accounting/Book-keeping

41 AEC offers flexible working hours and an attractive hourly rate starting at €18.50 per hour. We require tutors for Paderborn, Sennelager, Detmold, Hameln and Bad Lippspringe.

Qualifications are not always necessary if you have sufficient experience!!



ENROLMENT DATES & LOCATIONS

You may enrol at 41 AEC during our normal opening hours without an appointment. For convenience, the PCDL Coordinator will be available to take enrolments, answer queries or provide advice as listed below:

Dates	Times	Locations
Tue 31 Jan 2012	1200-1330	JB Restaurant on Barker Bks
Fri 03 Feb 2012	1500-1630	Naafi Shop, Detmold
Thu 01 Mar 2012	1200-1330	Sennelager Library, Normandy Bks
Mon 05 Mar 2012	1200-1330	JB Restaurant on Barker Bks
Mon 09 Apr 2012	1630-1730	Naafi Shop, Detmold

Please note the above is subject to change due to venue unavailability or unexpected absence.

Please contact the i-HUB at 41 AEC to confirm enrolment is going ahead as listed on the day to avoid disappointment.

Tel Civ: 05251 101 461 or 05251 101 548

Tel Mil: 79 3548 or 79 3461

If you would like a brochure, please email

ppdcoord@41aec.detsa.co.uk

41 AEC Opening Hours: Mon to Thu: 0800-1630; Fri: 0800-1300.

41 AEC is closed on German Bank Holidays

TERMS & CONDITIONS

Courses

41 Army Education Centre offers a range of courses in various locations for all service personnel, their dependants and entitled civilians. Those aged 15-18 may enrol on a course at the OC's discretion, if accompanied on the course by a parent/guardian. If you want to develop a skill, we may have a course to suit you! If not, we can guide you.

Please note, all course details are correct at the time of publication but are subject to change. We are able to be flexible with dates; if numbers are not sufficient at the time the course is due to start, the date may be postponed to allow for greater numbers! In addition, venues may change depending on availability.

Enrolment

You can enrol at any time prior to the course commencing, though **you should enrol 5 working days before the course begins**. Our brochures are published twice yearly to cover the periods **January to July** and **August to December** though **updates will be produced throughout the year**. Course start dates may be revised to encourage enrolment during deployment, etc. To enrol, the procedure is as follows:

- Complete the PCDL course application form (available via download from the HIVE, libraries, or 41 AEC and can also be sent via email). **All students must read the terms & conditions on the forms!**
- **If you are military your application form must be signed off by your Line Manager (who must be a SNCO rank and above).**
- Bring your completed PCDL course application form to 41 AEC (or any of the enrolment venues) and any relevant payments (e.g. materials/examination fees). **Payment must be made at the time of enrolment; deposits may be accepted in special circumstances.**

Conditions

- **All courses are available on a first-come-first-served basis.** Any courses which do not have the minimum number of students will be cancelled. Enrolment can only be made on receipt of a completed enrolment form and payment of any applicable fees. **No provisional bookings will be taken; enrolment can be made at any time at 41 AEC or on enrolment days.**
- Joining instructions/information will be given to all course participants in writing upon payment of fees. All students must provide up to date contact details in order that updates can be made (e.g. change of venue/times, etc.).
- **41 AEC reserves the right to cancel a course at short notice due to late student withdrawals or instructor cancellation.** Students will be notified via **email in the first instance** (or contact number on the enrolment form) in the event of course cancellation or postponement. **Students must contact the PCDL Coordinator two days before the start date to confirm the course is still being run.**

Course Fees

- Payment of course or materials fees must be made in Euros (€) cash at the time of enrolment. **Military personnel are exempt from course fees but must obtain signed authorisation on the enrolment form. Military personnel who fail to attend the course without written authorisation from their chain of command may face disciplinary action.**
- **Examination fees are payable by ALL STUDENTS.** Dependants are entitled to a **25% refund** upon completion of the course if the receipt is retained and provided to the AEC. **Course fees are non-refundable except in the case of course cancellation, military posting, serious illness, or at the discretion of the OC 41 AEC.**
- **ANY REFUNDS MUST BE COLLECTED BEFORE THE END OF THE TERM (e.g. Easter, Summer, Christmas) OR ARE FORFEITED FROM GARRISON ACCOUNTING ON NORMANDY BKS.** Please note that all fees are correct at the time of publication, but may be subject to change. All fees (whether course/materials/exam) are per person and per term.

Exam Fees

- **Exam fees for OCR are to be paid by postal order only; cheques may be accepted by other examination boards but you will be informed during your course.** Exam fees are non-refundable once payment has been made to the Civilian Examinations Board. Payments are in UK Sterling.
- **Failure to pay exam fees will result in loss of place on the course. 41 AEC are not responsible for the loss or delay of exam fee payments sent via the internal mail or postal system.**

Childcare Provisions

- **Please note that, unless specified, children are not permitted to attend courses.** 41 AEC has no affiliation with the facilities below; they are provided for information only. Contact Army Welfare Services (AWS) reception on **Civ** 05254 982 4340 or **Mil Ext** 79 4340 if you require childcare services. You may also contact the Childminding Information Centre for Paderborn/Sennelager by email on **childminding-paderborn@yahoo.co.uk** or telephone **0172 2115393 (Civ) 79 3862 (Mil).**
 - *Rascals Nursery, Alanbrooke Bks, Paderborn (05251 1805876);*
 - *Acres Wood, 2 & 4 Arndstrasse, Paderborn (05251 8781648);*
 - *Happy Hippos, 28 Artilleriestrasse, Sennelager (05254 9305170);*
 - *Sticky Fingers, 4a & 4b Eckenerstrasse, Detmold (05231 3081948);*
 - *Happy Days, 22 Huseranstrasse, Sennelager (05254 9305160).*

It may be possible to find an available space in a Garrison Daycare setting for the duration of your course however this will only be possible on a fill-up basis. You are advised to speak to a Daycare setting before enrolment if childcare is a necessity for you to attend a course.

- **School Dates:** **Start of Term** : 04 January 2012. **Spring Half Term**: 13-17 February **Easter Break**: 30 March - 16 April **Summer Half-Term**: 04-08 June **Summer holidays**: 20 July– Sept.



VOCATIONAL COURSES

Preparing to Teach in the Lifelong Sector (PTLLS)

We are able to provide this teaching qualification which applies to those who wish to teach adults only (you may not teach anyone under the age of 18 with this qualification). There are three courses available in this term.

An Award in Preparing to Teach in the Lifelong Learning Sector covers the basics of teaching in continuing and adult education - including how to plan sessions, motivate learners and use a variety of assessment methods. It's a first step towards official practitioner status - a full licence to teach in the lifelong learning sector.

This Award is for new entrants to the Lifelong Learning Sector - you don't need any prior teaching experience or qualifications. It also suits people working in the area already who want to gain official qualifications.

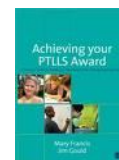
Day	Dates	Timings	Course Fee	Exam Fee	Location
Mon-Fri	16 - 20 Jan	0900-1700	€65	£250	Training Wing, Catterick Bks, Bielefeld
Mon-Fri	13 - 17 Feb	0900-1700	€65	£250	Training Wing, Catterick Bks, Bielefeld
Mon-Fri	12 - 16 Mar	0900-1700	€65	£250	Training Wing, Catterick Bks, Bielefeld

You should have an idea of what subject you'd like to teach, and either have or be working towards a qualification in that area. The course cost is half of the cost in the UK; we have also the second level of qualifications (CTLLS), on the next page.

PLEASE CONTACT THE PCDL COORDINATOR IN MUNSTER (40 AEC) WHO IS COORDINATING THESE COURSES, PHIL HOLTON

Email: ppd@munsteralc.detsa.co.uk

Tel: 02519 272 611 (Civilian); 60 2611 (Mil)



VOCATIONAL COURSES



ED1 LEVEL 3 Certificate in Assessing Vocational Achievement

(Formerly the A1 Assessors Course)

This ED1 Certificate provides the student with the fully completed assessor qualification; you can usually gain this within the seven working days (5 days within the classroom) as the whole package. This is a much sought after qualification and the course providers are offering the opportunity for those who complete this course to gain employment as a contractor (subject to conditions).

All students must be either undertaking their PTLLS course or have already achieved the PTLLS qualification before they begin the ED1 Certificate. Military may use their SLC and/or IRTC if on resettlement. IRTC is only available if students have completed six years' military service. Standard Learning Credits are available to all military regardless of service length.

Day	Dates	Timings	Course Fee	Exam Fee	Location
Mon-Fri	19-23 Mar	0900-1700	€54	£550	Training Wing, Catterick Bks, Bielefeld

The course fee is €54 (free for military personnel) and Exam Fee: £550 (payable by all)

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Tel: 02519 272 611 (Civilian); 60 2611 (Mil)





VOCATIONAL COURSES

Certificate in Teaching within the Lifelong Sector (CTLLS)

The CTLLS course is the follow-on from the PTLLS course (i.e. the second part). Unlike PTLLS, the CTLLS course requires four modules to be completed over a four month period. Each module runs for three days in January, February, March and April (dates below). All four modules must be completed to obtain the qualification.

It covers the theoretical and practical aspects of teaching. Students must be able to demonstrate a range of teaching methods throughout the duration of the programme.

The modules cover Planning and Enabling Learning (Module 1); Principles and Practice of Assessment (Module 2); Equality and Diversity (Module 3); Reflective Practice (Module 4). Courses can be funded via ELC; SLC; and Resettlement Grants.

Module	Dates	Day	Times	Location
Module 1	30 Jan - 01 Feb	Mon-Wed	0900 - 1700	Training Wing, Catterick Barracks, Bielefeld
Module 2	27 - 29 Feb	Mon-Wed	0900 - 1700	Training Wing, Catterick Barracks, Bielefeld
Module 3	26 - 28 Mar	Mon-Wed	0900 - 1700	Training Wing, Catterick Barracks, Bielefeld
Module 4	16 - 18 Apr	Mon-Wed	0900 - 1700	Training Wing, Catterick Barracks, Bielefeld

The course fee is €65 (free for military personnel) and Exam Fee: £427 (payable by all)

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Tel: 02519 272 611 (Civilian); 60 2611 (Mil)



LANGUAGES

PLEASE NOTE THAT TIMINGS ARE RELATIVELY FLEXIBLE AND NOT SET IN STONE (IF YOU HAVE TO DROP OFF/COLLECT CHILDREN FOR EXAMPLE).

PLEASE ALSO NOTE THAT THE VENUE MAY CHANGE BUT THE AREA WILL REMAIN THE SAME WHERE POSSIBLE (e.g. Paderborn , Sennelager, etc.)



Weekend Crash Course In German (Level 1)

This is an introduction to German Level 1 Course but condensed; this crash course provides the basics of shopping, restaurants, introductions and basic conversation. Students are not required to complete Level 2.

The course runs over two consecutive weekends and there is a fun trip to the local market with the tutor on the second Saturday to practice your skills!!

Day	Dates	Timings	Course Fee	Location
Sat & Sun	04 - 12 February	0930-1530 (Sat & Sun)	€40	Detmold Red Shield Centre
Sat & Sun	03 - 11 March	0930-1530 (Sat & Sun)	€40	41 AEC

Weekend Crash Course In German (Level 2)

Following on from Level 1, this Level 2 course again condensed into the weekend will enhance those topics taught in Level 1. There is no need for students to complete Level 1 to enrol if you are confident enough with the basic level.

This is particularly useful for those who have been in Germany for a few months and are used to the very basics. As with the Level 1, the course is held over two consecutive weekends.

Day	Dates	Timings	Course Fee	Location
Sat & Sun	24 March - 01 April	0930-1530 (Sat & Sun)	€40	41 AEC
Sat & Sun	14 - 22 April	0930-1530 (Sat & Sun)	€40	41 AEC

Please note, we require a minimum of eight students in order to run language courses.

LANGUAGES



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Please contact us for assessments if you are unsure of your level.

Introduction to German

This course is designed for the complete beginner, with little or no knowledge of German and will give you a good grounding in colloquial German as well as helpful phrases.

Day	Dates	Timings	Course Fee	Location
Mon-Thu	06 - 09 Feb	0930 - 1530	€40	Barker Bks
Mon-Fri	06 - 10 Feb	0930 - 1430	€40	Hameln ALC
Mon-Thu	05 - 08 Mar	0930 - 1530	€40	41 AEC
Mon-Fri	27 Feb - 02 Mar	0930 - 1430	€40	Hameln ALC
Mon-Thu	02 05 Apr	0930 - 1430	€40	Detmold (TBC)
Evening Course				
Mon	20 Feb - 02 Apr	1800 - 2030	€40	41 AEC

German Level 2

This course is a gradual progression from the Level 1 course, dealing with various everyday themes and basic grammar to expand your abilities.

Day	Date	Timings	Course Fee	Location
Mon-Thu	20 - 23 Feb	0900-1530	€40	Barker Bks
Mon-Thu	19 - 22 Mar	0900-1530	€40	41 AEC
Mon-Thu	09 - 12 Apr	0900-1530	€40	41 AEC
Evening Course				
Wed	22 Feb - 04 Apr	1800-2030	€40	41 AEC

Please note, we require a minimum of eight students in order to run language courses.

LANGUAGES



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German Phase A, B & C & Conversational German

These courses are a progression from the German Level 2.

Phase A focuses on various aspects of German grammar to help you increase your listening and speaking abilities. You do not have to attend the Introduction courses to attend Phase A if you have basic knowledge of German. For Phase A courses in Hameln, please contact Hameln ALC.

Phase B again is a follow-on from Phase A and will go into further detail; students will learn more about local dialects. This course is not confirmed but if sufficient numbers make the request, the course may run.

Phase C is the advanced German course which will ensure that students can hold conversations.

Conversational German: This course is held over eight weeks during the evening; it is specifically aimed at those who wish to have a higher level of German and, as the course name implies, provides the ability to have conversations in German.

Day	Dates	Timings	Course Fee	Location
German Phase A (known as Survival German in Hameln)				
Mon-Fri	13 - 24 Feb	0900-1600	€15	41 AEC
Mon-Fri	19 - 30 Mar	0900-1600	€15	Hameln ALC
German Phase B				
Mon-Fri	12 - 23 Mar	0900-1600	€15	41 AEC
German Phase C				
Mon-Fri	02 - 12 Apr	0900-1600	€15	41 AEC
Conversational German				
Thu	23 Feb - 12 Apr	1830-2030	€16	41 AEC

Please note, there is a minimum of six military students required for Phase courses though all entitled persons can enrol.

LANGUAGES

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We require at least 8 adult students for these courses



Beginners' Basic German (Kids Welcome!)

This course is designed for the complete beginner who has little or no knowledge of the German language. You may bring children though they are not essential..!

The course will give you a good grounding in colloquial German as well as many helpful phrases.

This course is for one week held over three mornings only on a Monday, Wednesday & Friday! Children must be five or over to attend.

Day	Dates	Timings	Course Fee	Location
Mon, Wed & Fri	20 - 24 Feb	0930-1100	€18	41 AEC
Mon, Wed & Fri	12 - 16 Mar	1300-1430	€18	Detmold Community Centre
Mon, Wed & Fri	09 - 13 Apr	1500-1630	€18	Bad Lippspringe Community Centre





RECREATIONAL

Knitting & Crochet!



Each is for one day; you decide which level you wish to enrol upon! If you require the tutor to purchase materials on your behalf, a materials fee of €5 is payable or you may bring your own needles and wool. Dates and times are not set in stone (e.g. childcare issues) and may be changed. Day courses may be available subject to numbers; please contact 41 AEC.

Beginner Knitting: The basic technique of knitting...!! **Intermediate Knitting:** Purling, textures, shaping **Advanced Knitting (Techniques):** Twists, cables, plaits; note a cable needle or spare DPN is required for this course. **Advanced Knitting (Colours):** two colour reversible knitting.

Beginners Crochet: starting, turning, basic stitch; **Intermediate Crochet:** More stitches & textures; **Advanced Crochet:** working in the round, 3D work (balls and flowers, etc.).

Day	Date	Timings	Course Fee	Location
Beginners' Knitting				
Tue	07 Feb	1900-2030	€6	Dempsey Bks Blue Room
Thu	23 Feb	1800-1930	€6	Dempsey Bks Blue Room
Intermediate Knitting				
Mon	05 Mar	1930-2100	€6	Dempsey Bks Blue Room
Wed	21 Mar	1830-2000	€6	Dempsey Bks Blue Room
Advanced Knitting - Techniques				
Tue	13 Mar	1830-2000	€6	Dempsey Bks Blue Room
Wed	28 Mar	1930-2100	€6	Dempsey Bks Blue Room
Advanced Knitting - Colour Work				
Mon	12 Mar	1800-1930	€6	Dempsey Bks Blue Room
Tue	27 Mar	1900-2030	€6	Dempsey Bks Blue Room
Beginners' Crochet				
Mon	06 Feb	1830-2000	€6	Dempsey Bks Blue Room
Thu	01 Mar	1930-2100	€6	Dempsey Bks Blue Room
Intermediate Crochet - Stitches & Texture				
Tue	20 Mar	1800-1930	€6	Dempsey Bks Blue Room
Wed	04 Apr	1900-2030	€6	Dempsey Bks Blue Room
Advanced Crochet—Working in the Round, 3D Work; Flowers, etc.				
Thu	29 Mar	1900-2030	€6	Dempsey Bks Blue Room
Tue	10 Apr	1830-2000	€6	Dempsey Bks Blue Room



RECREATIONAL

Aerobics/Fitness Courses

Fitness Comes to Detmold....!!

A fantastic fun course to get you fit, improving cardiovascular and burning calories. There will be toning session, workout sessions and relaxation sessions; the classes will progress over the weeks to suit each student's ability as their fitness improves.

All levels are welcome – different options given throughout the class for the different abilities; medical conditions are welcome (e.g. bad knees, arthritis) and asthma sufferers must bring inhalers. Students will be required to bring a towel, water and wear suitable (comfortable) clothing. **A questionnaire for the tutor will be required to be completed at enrolment.**



Day	Date	Timings	Course Fee	Location
Mon	30 Jan - 12 Mar*	0900-1000	€12	Detmold Community Centre
Wed	22 Feb - 28 Mar	1100-1200	€12	Detmold Community Centre
Wed	22 Feb - 28 Mar	1900-2000	€12	Sir John Mogg Primary School (Detmold)
Fri	02 Mar - 13 Apr	1900-2000	€12	Sir John Mogg Primary School (Detmold)

Please note, this course does NOT run through half-term (13-17 February). Please note that course dates may be altered due to R&R dates which is as yet unconfirmed

Digital Photography

This digital photography course will teach students many of the functions on their cameras as well as the basic principles of taking a good photograph. This course will deal with taking portraits, landscapes, moving images (such as taking photographs of sports afternoons, etc.) as well as photography at night. **Students should bring their own digital camera (the make/model is irrelevant but only digital cameras can be used - not including cameras on mobile phones...!)**



Day	Date	Timings	Course Fee	Location
Mon	20 Feb - 26 Mar	1800-2000	€16	41 AEC
Wed	07 Mar - 11 Apr	1800-2000	€16	41 AEC

RECREATIONAL

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Dog Obedience



By request, we have recruited a dog trainer for all those with dogs/puppies.

We have only eight spaces available so book as early as possible; the course will be held in a sheltered hanger so it is advisable to wear something warm. There are two courses, one for puppies (between 3–18 months) and for older dogs (18 months and older). Both courses last six weeks with puppies' course lasting one hour and the adult dogs attend for 90 minutes.

The puppies course consists of teaching puppies to socialise with other dogs and people, introducing obedience positive techniques and establishing training goals; it also consists of teaching basic commands useful within the home and outside. It will also help socialise them with new experiences.

For adult dogs, the course will also concentrate on all of the above, however, focusing on reward techniques, correcting behaviour and setting training goals and also dealing with behavioural/training goals.



We require sight of **vaccination** certificate and there is a form to complete prior to the course commencing!!

Day	Date	Timings	Course Fee	Location
Puppies (up to 18 months)				
Tue	06 Mar - 10 Apr	1830-1930	€12	TBC (Paderborn)
Dogs (aged from 18 months)				
Thu	08 Mar - 12 Apr	1830-2000	€18	TBC (Paderborn)

RECREATIONAL

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STUDENTS WILL BE REQUIRED TO BRING THEIR OWN GUITAR!!!



THE GUITAR COURSES WILL RUN THROUGH HALF-TERM WEEK

Guitar for Beginners

Always wanted to know how to play the guitar? Here is your chance to learn! This course will teach students the basics of guitar playing and looks at various types of music from Oasis to Led Zeppelin! You could end up being the next James Blunt...!!!!

Day	Date	Timings	Course Fee	Location
Mon	06 Feb - 09 Apr	1800-2000	€40	41 AEC

Intermediate Guitar

This course is a continuation from the Beginners and is for all who have some guitar playing skill, with the emphasis on filling in gaps in theory, strumming/plectrum technique, rhythms and playing in a group.



Day	Date	Timings	Course Fee	Location
Tue	07 Feb - 10 Apr	1830-2000	€15	41 AEC





NON PCDL COURSES

THESE COURSES ARE NOT RUN VIA PCDL

ALL STUDENTS WHO ARE MAY MISS A CLASS DUE TO ILLNESS/WORK WILL RECEIVE FULL LECTURE NOTES AND POWERPOINT PRESENTATIONS BY EMAIL. PLEASE NOTE THAT MILITARY PERSONNEL ARE NOT EXEMPT FROM THE COURSE FEE WHICH IS NON-REFUNDABLE EXCEPT IN SPECIAL CIRCUMSTANCES (E.G. DEPLOYMENT/POSTING/COURSE CANCELLATION).

DATES, FORMS AND ALL COURSE LEAFLETS CAN BE DOWNLOADED VIA THE TUTOR WEBSITE: WWW.WHATISCRIMINOLOGY.CO.UK.

Introduction to Criminology & Criminal Justice

These six week courses will provide an introduction to criminology; **Part I** features the death penalty, historical methods of crime & punishment; offender profiling, sexual and domestic crimes & mentally disordered offenders whilst **Part II** features criminal law, police studies, prison studies, etc.



A certificate will be given to students for each course; some universities may accept this towards diplomas/degrees. A reference letter for university may also be available for those students enrolling for further education. Students can do either course, and, whilst not required they may find it useful to attend both courses. This course is also available in Gutersloh - see website for dates.

Criminology courses are €50 each and are particularly useful if you wish to pursue a career within the criminal justice system (courts, police, prisons, probation, youth workers, social workers, mental health workers, community support officers, police civilian workers, etc.). Each course is €50.

Criminology seminar days can also be arranged for specific units free of charge (e.g. RMP/SIB/MI); please contact Mrs Williams via www.whatiscriminology.co.uk

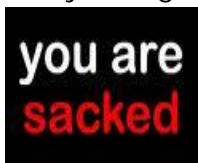


A Guide to UK Consumer & Employment Law

Are you leaving the Army and returning to the UK?!
Do you visit the UK regularly to shop or have finance agreements?!



This is of particular use to those returning to the UK but open to anyone costing €25. This course held over four weeks provides you with information in relation to your rights in England & Wales (very different from German law).



The course will provide information on your rights when buying goods even those on sale, credit agreements, finance, etc. It will also review your rights in employment (e.g. dismissals, annual leave, sick pay, notice periods). Two weeks for each area of law covered. Again, view the above website for details.

BASIC SKILLS

Apply
Anytime

Call Now
05251
101512

Literacy and Numeracy

Are your **Maths** and **English** skills **rusty**? Do you **avoid helping** your **children** with their **homework**? Do you have the **qualifications** you need for a **job** or **promotion**? If not you need to enrol on a Basic Skills workshop or course.

The workshops and courses are **FREE** and lead to a **City & Guilds Certificate equivalent** to a **GCSE** depending on your level (Level 1 is Grade D-G; Level 2 is Grade A-C).

Our courses are run over two or five days with the opportunity to sit the exam on the last day. Our workshops and courses are open to **military personnel, dependants and civil servants**.

To enrol on a course, all you have to do is **contact the Basic Skills Team on Ext 3512** and you will be given an appointment to come along and discuss the course or workshops with the Basic Skills Development Manager.



Soldiers' News Flash!

Do you know that you require an English GCSE grade D - G, or above, or an equivalent qualification to be eligible for **JNCO CLM** and **from April 2009 for SNCO CLM**? Do you know that if you are a new entrant you must achieve a Level 1 literacy certificate and a Level 1 numeracy certificate **within your first three years of service**?

You are exempt from this if you have a GCSE in Maths and English at grade D - G or above, or an equivalent qualification and can provide proof. Have you got your Certificates?

BASIC SKILLS

Literacy and Numeracy

Apply
Anytime

**Basic Skills Courses are FREE!
Enrol Anytime!**

Call Now
05251
101512

41 AEC (Paderborn)

Civilian Tel: 05251 101 512 Mil Ext 79 3512



Location	Course Title	Dates	Bid By
41 AEC	Step up to Numeracy L1	23 – 27 Jan 12	immediately
41 AEC	Step up to Numeracy L2	30 Jan – 10 Feb 12	9 Jan 12
41 AEC	Step up to Literacy L2	20 Feb – 02 Mar 12	30 Jan 12
41 AEC	Step up to Numeracy L1	05 – 09 Mar 12	6 Feb 12
41 AEC	Step up to Literacy L1	12 – 16 Mar 12	20 Feb 12
41 AEC	Step up to Numeracy L2	19 – 30 Mar 12	27 Feb 12
41 AEC	Step up to Literacy L2	16 – 27 Apr 12	12 Mar 12
41 AEC	Step up to Numeracy L2	14 – 25 May 12	23 Apr 12



44 ALC (Hameln)

Civilian Tel: 05151 917 244 Mil Ext 83 2244

Location	Course Title	Dates	Bid By
44 ALC	Step Up Numeracy E3/L2	9-20 Jan	12/12/11
44 ALC	Step Up Numeracy E3/L2	12-23 Mar	05/01/12
44 ALC	Step Up Numeracy E3/L2	23 Apr-4 May	16/04/12
44 ALC	Step Up Literacy E3/L2	9-13 Jan	12/12/11
44 ALC	Step Up Literacy E3/L2	13-17 Feb	06/01/12
44 ALC	Step Up Literacy E3/L2	23-27 Apr	16/04/12

E-LEARNING CENTRE



National Vocational Qualifications (NVQs)

We have the following NVQs on offer:

- **Customer Service Level 2 and 3:** This NVQ is for those who work with people and want to improve their interpersonal skills. A customer is anyone who you deal with in a professional capacity that you provide a service to. This could include but is not exclusive to: dealing with people whilst on patrol, on guard duty, working in kitchens, offices, stores, Naafi, or in workshops etc.
- **Business and Administration Level 2 and 3:** This qualification is for those who have a role that is high in administration. There are many units to choose from which range from maintaining diary systems, producing documents and using various IT systems.
- **Management Level 3:** This qualification is for those who manage a team and provide leadership in their area of responsibility. They must be responsible for allocating and monitoring the progress and quality of work; ensuring Health and Safety requirements are met in their area of responsibility. In the services, you may be a sergeant equivalent or above.

The following courses **may** be available subject to funding; please contact the E-Learning Centre for further details on 79 3418 (Mil) 05251 101 418 (Civ).

- **Plant Operations Level 2** This course follows on from the Fork Lift Truck—see below.
- **Fork Lift Truck Course:** Learn the theory and practical aspects of the safe operation of a fork lift truck course. This course costs from £225 to £400. Military personnel can use their Standard Learning Credits (SLCs) towards the cost (maximum of £175 per year). Dates for the Fork Lift Truck course are below:

26 - 30 March 2012

30 April - 04 May 2012

35 - 29 June 2012

30 July - 03 August 2012

03 - 07 September 2012

22 - 26 October 2012

Training includes 16 hours online study followed by 5 days practical training and testing. Places are allocated on a "first-come first served" basis. Once you have completed the Fork Lift Truck Course, you may be eligible for the NVQ in Plant Operations at Level 2.

If you are pre-level 2, you can go onto complete a one day course during which you will complete various work-based assessments and at the end of the day have gained a full Level 2 NVQ!

E-LEARNING CENTRE

IT

The ECDL—European Computer Driving Licence qualified is offered as part of the **ITQ Level 2 (Option 1)**. In order to gain the ITQ, learners have two options. The cost of each option depends on qualifications the learner already has; the two options are:

Option 1:

Students undertake 6 modules plus the mandatory unit. Certificates received are as follows:

ECDL Essentials (Equivalent to a level 1 (GCSE grade D-G))

ECDL (Equivalent to a level 2 (GCSE grade A-C))

ITQ (Equivalent to a full level 2 (5 GCSEs grade A-C))



Option 2

Students undertake 3 modules plus the mandatory unit. Certificate received is as follows:

ITQ (Equivalent to a full level 2 (5 GCSEs grade A-C))

If you already have 5 GCSEs or a full level 2 qualification then option 1 will cost **£100**. Option 2 will cost **£45**.

If you do not have 5 GCSEs or a full level 2 qualification then either option will cost **£45**. Microsoft 2003 or 2007 can be used for this qualification.



To enrol onto these on-line learning courses or for more information, please contact the E-Learning Centre on 05251 101 418 (Civ) or 79 3418 (Mil).

Amy Learning Centres may also soon be able to provide assistance with learning **Pashtu** and **Dari**; these programmes are loaded onto the computers for people to come in and use (41 AEC only).

E-LEARNING CENTRE

The E-Learning Centres offers a range of over 500 courses with the flexibility of studying on-line, at home or within the E-Learning Centres.

The e-LC is also an accredited test centre for the European Computer Driving Licence (ECDL).

Also provided for is **Free Internet Access** is available to all entitled personnel. Please feel free to come in and browse. There will always be a friendly member of staff on hand to help, should you need it.

Paderborn ALC, 41 AEC, Alanbrooke Bks
Tel: Mil 79 3418 Tel: Civ 05251 101 418

Opening Hours:

Monday	0900-1630
Tuesday	0900-1630
Wednesday	0900-1630
Thursday	0900-1630
Friday	0900-1330

Hameln Army Learning Centre
Tel: Mil 83 3330 Tel: Civ 05151 917 244

Hameln is due to re-open in January 2012.
Please call the Centre for more information.

Opening times will be advertised locally from January 2012.



Army Library & Information Service (ALIS)



Barker Barracks, Paderborn

Tel: Mil: 79 3128 **Tel: Civ:** 05251 101 128

E-mail: padelib@alibs.detsa.co.uk. Opening Hours are below:

Monday	0815-1315
Tuesday	1030-1530
Wednesday	0815-1315
Thursday	0815-1315
Friday	0815-1215



Normandy Barracks, Sennelager

Tel: Mil 79 2481 **Tel: Civ** 05254 982 2481

E-mail: sennlib@alibs.detsa.co.uk. Opening Hours are below:

Monday	1000-1400
Tuesday	1000-1400
Wednesday	1000-1400
Thursday	1000-1400
Friday	1000-1200



Army Library & Information Service (ALIS)



Hameln Army Library, Gordon Barracks

Tel: Mil: 83 2458 Tel: Civ: 05151 917 458

Opening Hours are below:

Monday	1000-1500
Tuesday	1000-1500
Wednesday	1000-1500
Thursday	1330-1830
Friday	0900-1200



**If you can't find the book you want,
speak to the librarian.**

**Don't forget, the libraries in Sennelager and
Barker have public internet access.**



**Hameln library only has
a DII terminal available.**



Career Development/IERO

We all leave the Army, no matter how long you serve or your rank. The best preparation for leaving is to ensure you take every opportunity to gain qualifications which would give you a **head start** in the **job market**. This brochure is full of **courses** that may help. We run courses that offer civilian recognised qualifications, at a fraction of the price you would pay in the UK. If you want to talk the whole issue through, why not make an appointment with the Individual Education and Resettlement Officer (IERO)? **No obligation, no charge**: just the chance to discuss your career development plans and how you can put these into place while you are still serving.

We can also advise dependants and UKBC personnel but cannot provide funding for non-military personnel. You may need or want to get back into employment. Thought about a degree? How about the OU? Call the IERO Clerk on mil ext **3481** or Civ **05251 101548**.

Standard & Enhanced Learning Credits

The **Standard Learning Credit** is worth up to **£175 per year** and is **available to every serving soldier** from the time he joins. That means over a full 22 year career the MOD is prepared to pay you up to £3,850 to improve your qualifications, make you a better-prepared professional soldier and improve your chances of promotion through the ranks. **You have to put into the pot as well – a minimum of 20% of your course costs or exam fees.** But the benefits to you personally and the service in general could be pretty good. For further information and conditions, please contact the IERO Clerk on **Mil Ext 3548** or **Civ 05251 101548**.

Link Up Training

Fifteen million adults in the UK have difficulties with reading, writing and number skills. The Army is developing a team of supporters who are prepared to volunteer some time to help people with their reading, writing and number skills.



Volunteers offer individuals encouragement to those who may be uncertain about returning to education or get more involved by supporting individuals with their basic skills. You don't have to be a specialist with qualifications to join us. You will be given support on how best to help and all volunteers have the opportunity to get thorough training leading to a nationally recognised City & Guilds certificate.

The course consists of 3 modules run over a two day and four day period. Unit one increases basic skills awareness and can be taken as a stand alone qualification. A 90 minute 'open book' exam follows Unit 1. On successful completion of Unit 1 you can register for Units 2 and 3. Throughout the course you will generate a portfolio of evidence. You will also carry out classroom observation sessions in one of the Units. These activities will provide you with the evidence you require for the City & Guilds Award. All training is free. The only costs involved are City & Guilds fees. If you are interested in becoming a volunteer get in touch with your **Army Education Centre** on: Paderborn Mil: 79 3512 or Civilian: 05252 101512.

TESOL (Teaching English To Speakers of Other Languages)

Eckersley Oxford Learning (part of Trinity College London) is providing TESOL courses in 2012 at JHQ Rheindahlen. They are four week intensive courses designed to provide you with the capability of teaching English to those who do not have English as their first language. This could be useful particularly for those who are wishing to complete resettlement.

TRINITY COLLEGE LONDON CERTIFICATE IN TESOL Held at JHQ Rheindahlen

**€280 with ELC (for resettlement only)
€1420 without ELC**

Cert. TESOL is the first level of certification and prepares trainees primary to teach English to mixed language, adult groups. This qualification can be seen either as a first step in a rewarding and satisfying people-orientated career or as a kind of passport to travel and experience.

In addition, you can go forward to develop your qualifications further by undertaking a Dip (TESOL) and then an MA in Applied Linguistics if you so choose.

Contact:

Diane Richartz
Course Administrator
Tel: 02434-25766
Mobile: 0172-2042035
Email: info@tesol.de
Web: www.tesol.de

This course is not run via PCDL and is published for information only.

Please contact Diane Richartz with any queries

Vocational Training Service (VTS)

We are dedicated to LIFE-LONG LEARNING, we offer various Professional Training & Development Courses:

Personal Effectiveness; Emotional Support at Work; Health and Safety at Work (Basic); Work & Time Management; Customer Care; Effective Working Relationships; Interview Skills; Improving Performance; CV Writing; Presentation Skills.

A CITY & GUILDS and OCR APPROVED CENTRE for RECOGNISED UK QUALIFICATIONS

British Modern Apprenticeships

Business & Administration and Customer Service

NVQ's

Business & Administration Levels 1-3 Customer Services Levels 1 + 2

Key Skills Qualifications

Core and Wider Key Skills Levels 1 – 3

Certificate in Preparation for Employment

Assessor and Internal Verifier Units

Contact VTS JHQ :

Email vts@bfgnet.de

Tel Mil: 948 72 2971

Fax Mil: 948 72 3854

Te: Civ +49 (0)2161 472 2971

Fax Civ: +49(0)2161 472 3854

www.bfgnet.de/community/vtsbfg.html



41 & 44 AEC POLICY

Quality Assurance

41 AEC is committed to reviewing and improving the quality of our provision.

We monitor this provision through well-established but evolving mechanisms.

These include statistical and qualitative reports and formal and informal teaching observations at various levels. Once or twice throughout your course you can expect to have an ETS officer observing your tutor as this is key to measuring the quality of our instructors.

In addition, towards the end of the course you will be provided with a questionnaire to complete, which enables us to measure the performance and quality of the course and make improvements for future courses.

Complaints Procedure

If you are dissatisfied with any part of the services offered by the Education Centre you can make a complaint in writing, by fax, by e-mail, by telephone or in person. If you are writing, faxing or e-mailing your complaint, please provide your telephone number if a response by telephone would be convenient.

We will reply within 15 working days from when we receive your complaint.

If it is not possible to give you a full reply within this time we will give you an interim response, telling you what is being done to deal with your complaint and when you can expect the full reply and from whom.

That full reply will include details of who to contact next if you believe that your complaint has not been dealt with properly.