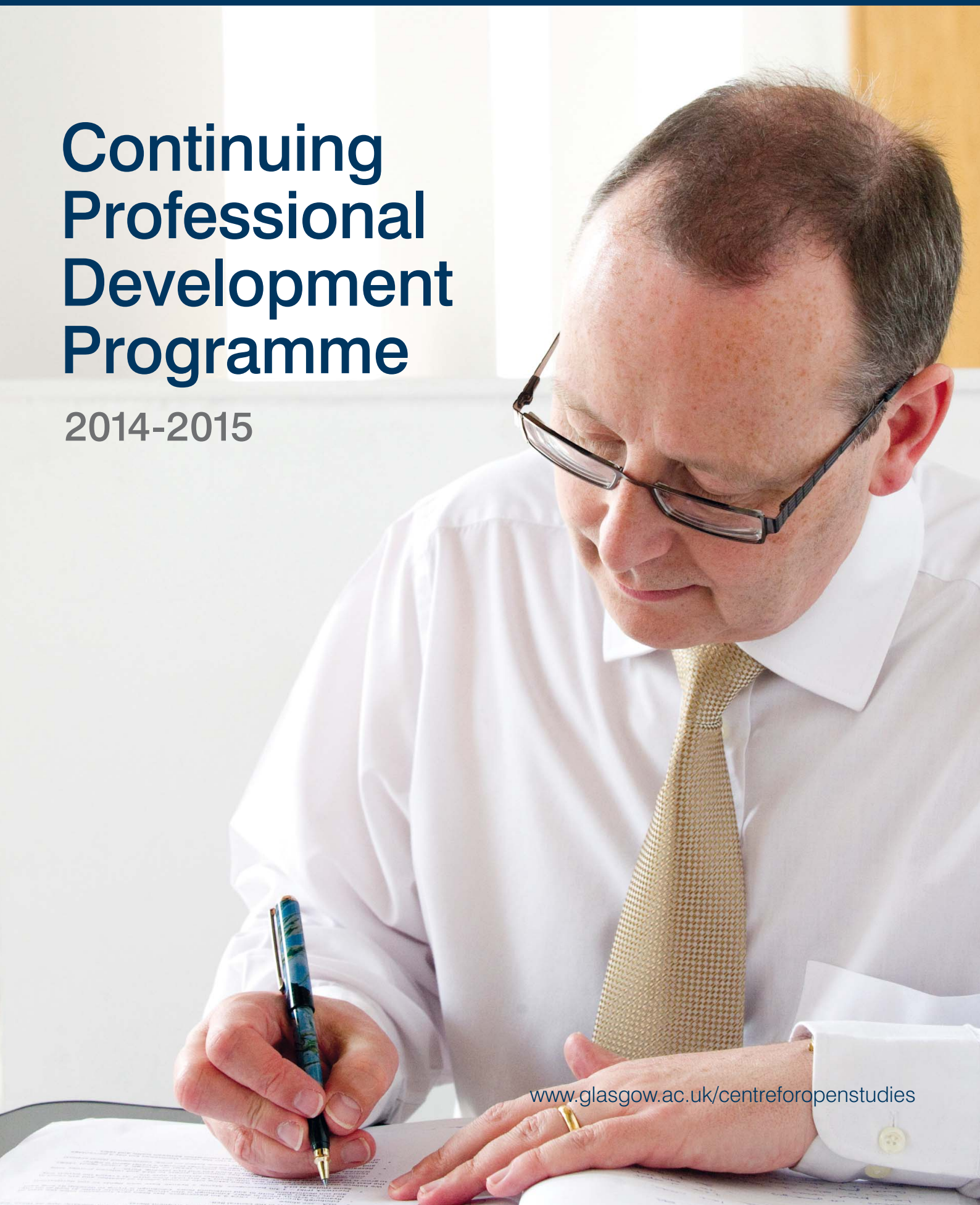




University
of Glasgow | Centre for
Open Studies

Continuing Professional Development Programme

2014-2015



www.glasgow.ac.uk/centreforopenstudies

Welcome

Welcome to the Continuing Professional Development programme for 2014 - 15 organised by the Centre for Open Studies at The University of Glasgow.

This is a new programme in which we aim to provide a range of commercially focused and relevant courses for professionals from a range of industries and organisations, including education and social services. Our art and psychology courses may appeal to teachers and psychotherapists, while computing, finance and languages may appeal to many different types of companies. We offer individuals and groups of students the opportunity to pursue their interests and advance their career. There are no barriers to entry, and in many cases no qualifications are needed and classes are conducted in a professional and friendly manner. If the course you require is not listed in our brochure please contact the Centre for Open Studies and we will endeavour to meet your requirements.

Our business courses are taught by highly experienced and respected industry-recognised subject specialists. Subjects are delivered through part-time day and evening short courses as well as day/half-day events and other flexible teaching methods to meet the requirements of the modern contemporary learner.

Most autumn courses start in September or early October and early enrolment is advisable. SAAS part-time fee grants may be available depending on your personal circumstances and your choice of course. Some courses may qualify for Individual Learning Accounts (ILAs) or University of Glasgow's Learning Works support. (See the p29 for more information on funding.) For companies, Skills Development Scotland may be able to support your staff training (See www.skillsdevelopmentscotland.co.uk/our-services/flexible-training-opportunities for more information).

To see the full range of courses on offer at the Centre for Open Studies, and to find out about enrolment, please see the details on p4, or go to www.glasgow.ac.uk/centreforopenstudies/cpdcourses

Best wishes

Patricia Wallace
Business Development Manager

Useful contact information

Telephone Numbers

General enquiries
+44 (0)141 330 1835

Brochure requests
+44 (0)141 330 1829

Telephone enrolments (Mon-Fri 10.00-16.30
and from 10.00-19.00 from Mon-Thurs
11 August – 16 October)
+44 (0)141 330 1860/1853/2772

Queries about enrolments already made
+44 (0)141 330 1859/1813

Information Office Hours:

During semester/term time:
Monday to Friday: 09.00 – 17.00
Although these hours are applicable
during semester/term time, it would be
advisable to check the Information office
is open before making a special journey.

Digital contact:

Click to email us: openstudies-enquiry@glasgow.ac.uk
Visit our website: www.glasgow.ac.uk/centreforopenstudies

 Join us on Facebook:
www.facebook.com/universityofglasgowcentreforopenstudies

 See us on Twitter: <https://twitter.com/GUopenstudies>

Contents

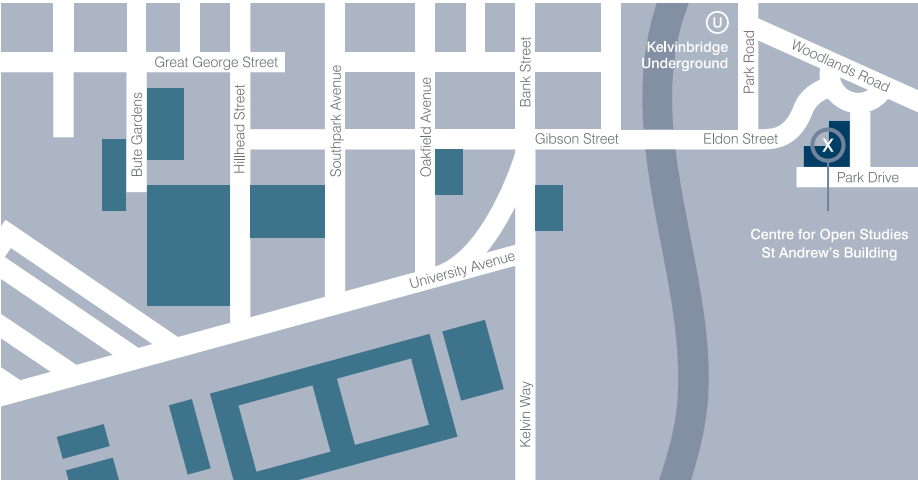
	Welcome
02	Welcome Message
02	Useful Contact Information
04	What type of course is best for you?
04	How to enrol
05	Course Information
29	General Information
31	Enrolment Forms
35	University Facilities

How to find us

If you are arriving by car, please be aware that parking is metered in the streets around the University, including the St Andrew's Building. Blue badge holders should see the note below. There are bus stops (bus numbers 4 and 4A) just outside the building on Woodlands Road and Eldon Street. Alternatively, it is only a short walk from Kelvinbridge Underground station and the bus stops on Great Western Road.

Parking for blue badge holders

Please note that there are designated parking bays in the small car park at the front of the St. Andrew's Building, available on a first come, first served basis. To register your requirement to use one of these bays, or other bays elsewhere on campus, please contact Irene Vezza, tel: **+44 (0)141 330 1823**.



What type of course is best for you?

The Centre offers a wide range of courses and events for adults open and accessible to everyone. Most have no entry qualifications and most have no examinations. Students can choose from the following:

Short courses, half day and day events
These have no credits

Award in Continuing Education
Each ACE course contributes 8 ACE credits towards this award

Language courses
Each stage contributes 10 CertHE credits

Certificate of Higher Education
These courses range from 10 – 40 CertHE credits

If you intend to study for 30 CertHE credits in 1 year you may be eligible for a SAAS Part-time Fee Grant.

Advice

If you wish to discuss your plans for studying on our courses or your options for the future, you are welcome to contact the Centre for Open Studies Guidance officer, Irene Vezza. Please contact Irene on: +44 (0)141 330 1823 Email: Irene.Vezza@glasgow.ac.uk

You can discuss which courses to take, how to develop your learning, including part-time and full-time courses, and finance for study. Appointments can be made to suit or advice can be offered by telephone or email.

Short courses, half day and day events (without credit)
The short courses and events without credit are similar to ACE courses, but there is no assessment option.

ACE courses
These courses have no entry qualifications, no formal examinations, and usually no requirement of previous subject knowledge. They generally require at least 16 hours of study. There is no emphasis on assessment but students can choose to do an assessment if they wish to work towards the Award in Continuing Education.

The Award in Continuing Education
Students are eligible for this award after they have successfully completed the assessment on 5 different ACE courses, thereby achieving 40 ACE credits. The award can be translated into 20 CertHE credits towards a Certificate or Diploma upon request.

For further information go to: www.gla.ac.uk/services/centreforopenstudies/informationforstudents

Language courses
Starting in October, courses normally run for two hours per week, for 20 weeks, with daytime, evening and Saturday morning options. Some courses also take place in East Renfrewshire, East Dunbartonshire and Helensburgh. All language courses are worth 10 credits and you achieve these when, through normal classroom activities (not through an examination), you demonstrate a minimum level of competence expected for your particular course. Please see page 19 for more information on language courses.

Certificate in Higher Education Courses
Level 1 CertHE courses need no prior knowledge and you are free to pick whichever ones interest you. In order to make your choice, you might find it helpful to know that in general the greater the number of credits, the more study will be required to successfully complete the course. In addition to lecturers there will be reading and revision etc. Level 2 courses usually require you to have successfully completed a relevant Level 1 course.

Further information on the aims and intended learning outcomes of our courses is available on the Centre for Open Studies web page at: www.glasgow.ac.uk/centreforopenstudies

How to enrol

By telephone
Telephone enrolments will be taken from 10.00 to 16.30 Mondays to Fridays (and from 10.00-19.00 from Mon-Thurs 11 August – 16 October). Please call +44 (0)141 330 1860/1853/2772 and have ready your credit or debit card details and or ILA number (if applicable) and the course code of the courses you wish to take. Students using a Part-time Fee Grant will be unable to enrol by telephone.

In person
Please complete an enrolment form and bring it to the Information Office with the appropriate fee (credit/debit card payment, cheque, cash and or ILA number). Please note the University cannot accept more than £50 cash payments. The office is open for personal enrolments from 10.00 to 16.30 Monday to Friday (and from 10.00-19.00 Mon-Thurs 15 September -16 October). It would be advisable to check that the Information Office is open before making a special journey.

Postal enrolment
Please complete an enrolment form and post it to the Information Office with the appropriate fee (credit/debit card payment, cheque and/or ILA number – no cash by post, please) to:

FREEPOST RRTH-HTRT-YXLK,
Centre for Open Studies, St Andrew’s Building,
11 Eldon St, Glasgow, G3 6NH

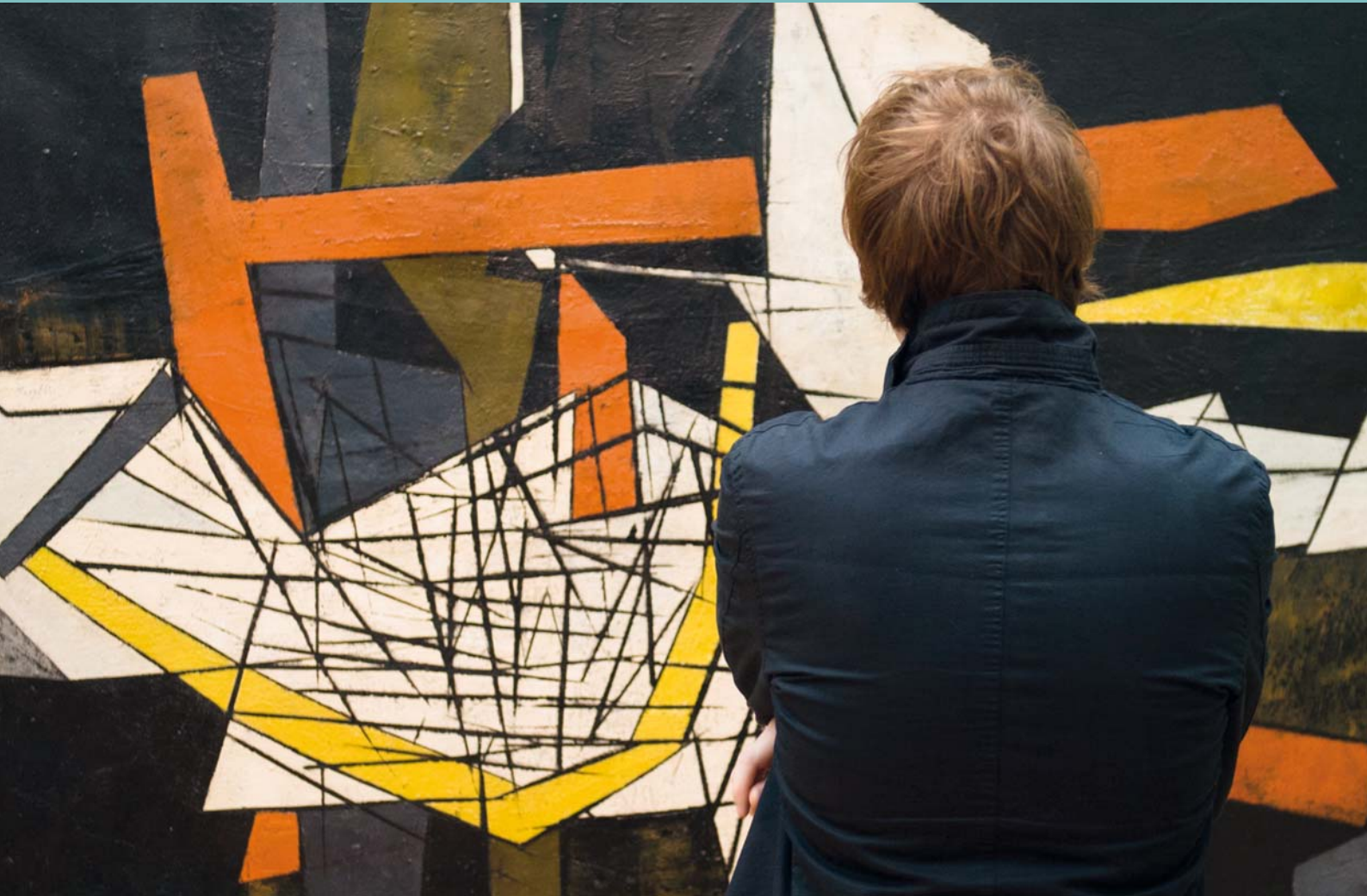
Please note that the University does not accept Maestro cards.

Courses

Art	06
Computing and Information Management	08
Counselling Skills	11
Executive Coaching	14
Finance	16
Languages	19
Philosophy	20
Social Science: Psychology, Sociology and Mindfulness	22
Work-Life Balance	27

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Art



Course categories:

Art Psychotherapy
Practical Art

Art Psychotherapy

Introduction to Art Psychotherapy

Day: Monday **Time:** 13.00-15.30
Starts: 22 September 2014 (24 meetings)

Art therapy (now known as art psychotherapy) is a psychological therapy that uses art materials for self-expression and reflection in the presence of a trained art psychotherapist. It is a psychological treatment that helps someone to express and explore thoughts and feelings that they might otherwise struggle to put into words. It is another way of understanding and processing emotional problems. Our course will aim to offer you direct experience of using creativity and art-making for greater awareness of the role and function of an art psychotherapist; to provide a firm foundation for the possible progression onto a postgraduate MSc in art psychotherapy. It does not offer professional qualifications to practise art psychotherapy nor does it provide personal therapy. A key part of our course is to give you a 'hands on' experience by making art work in a group setting, engaging in a range of creative workshops and learning through case presentations and group discussions. Please note there is a cost of £25 for course materials included in the fee.

CertHE Credits: 40 at Level 1
Tutor: Tracy MacMillan BA MPhil
PGDipAT SRAsT (Art)
Cost: £485 **Code:** 16709

Introduction to Art Psychotherapy

Day: Thursday **Time:** 18.15-20.45
Starts: 25 September 2014 (24 meetings)

Art therapy (now known as art psychotherapy) is a psychological therapy that uses art materials for self-expression and reflection in the presence of a trained art psychotherapist. It is a psychological treatment that helps someone to express and explore thoughts and feelings that they might otherwise struggle to put into words. It is another way of understanding and processing emotional problems. Our course will aim to offer you direct experience of using creativity and art-making for greater awareness of the role and function of an art psychotherapist; to provide a firm foundation for the possible progression onto a postgraduate MSc in art psychotherapy. It does not offer professional qualifications to practise art psychotherapy nor does it provide personal therapy. A key part of our course is to give you a 'hands on' experience by making art work in a group setting, engaging in a range of creative workshops and learning through case presentations and group discussions. Please note there is a cost of £25 for course materials included in the fee.

Tutors: Tracy MacMillan BA MPhil
PGDipAT SRAsT (Art) and
Simon Marshall BSc PGDip MSc
Cost: £485 **Code:** 16710

Practical Art

Drawing and painting: advanced composition

Day: Thursday **Time:** 13.00-16.00
Starts: 25 September 2014 (22 meetings)

This practical art course is designed to develop the student's awareness of advanced composition. Multiples, diptychs and triptychs have been used in the last 50 years with figures, patterns and rhythms, all as subjects of development in modern painting with its interest in the expressive use of the media. Students will produce practical work in two-dimensional media that demonstrates increasing perception of composition in their art. Students will also research the different ways in which modern artists have approached the structure of composition in their art. Please note there is a cost of £25 for course materials included in the fee.

Prerequisites: Students must have already completed one practical art course at level 1 or equivalent and will be admitted at the discretion of the tutor.
CertHE Credits: 40 at Level 2
Tutors: James Hardie DA and Blair Cunningham BA MFA
Cost: £485 **Code:** 17051

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Computing and Information Management



Course categories:

Business Applications
Computing
Data Management

Business Applications

Business Applications

Day: Wednesday **Time:** 18.00-20.00
Starts: 1 October 2014 (10 meetings)

Business Applications is ideal training and learning within an informal professional environment for those keen to develop an understanding of IT applications within contemporary organisations. Focusing on ICT, such as Microsoft Office, Social Media and the Internet, we introduce candidates to business functions, such as planning, accounts & finance, sales & marketing, management, customer service and communication, discovering best practice across multiple sectors.

ACE Credits: 8

Prerequisites: No prerequisite qualifications or specific commercial experience is essential, however a commercially focused role in a competitive organisation, using ICT in some capacity would be advantageous. A basic level of ICT competence would be essential as this is not a beginners IT course.

Tutor: Brian McEwan BA (Hons) Business & Information Management and Post Graduate Diploma Teaching Qualification in Further Education

Cost: £110 **Code:** 17054

Learn to build, promote and analyse a basic website

Day: Wednesday **Time:** 19.00-21.00
Starts: 22 October 2014 (5 meetings)

Learn to create a basic website with no coding skills, what it takes to promote that site and understand what visitors are doing once they are on it. This journey will dispel myths, give you a very practical, interactive & real world project. You will learn the basic skills you need to get a simple business or hobby website on the internet and then use social media to promote it.

No Credits

Prerequisites: Students should be computer literate, i.e. comfortable using a computer for general tasks.

Tutor: Alan Fair

Cost: £55 (Concession £27.50)

Code: 16714

Computing

Introduction to Python programming

Day: Saturday **Time:** 10.00-16.00
Starts: 25 October 2014 (3 meetings)

Python is an intuitive but powerful programming language. Even as a novice you can quickly build useful applications. Python is both a 'procedural' and an 'object-oriented' language, and you will learn about this and other features. Python is open source and fun to use. The course will be based on Python 2.7.

ACE Credits: 8

Prerequisites: No previous programming experience is required, however, before starting the course, students should be confident with PC use and the internet. Students with no programming experience will require extra study, out-with the class to keep up with the course material.

Tutor: Douglas Macdonald BSc MSc PhD

Cost: £105 **Code:** 16567

Additional Dates:

Day: Saturday **Time:** 10.00-16.00
Starts: 7 February 2015 (3 meetings)
Tutor: Douglas Macdonald BSc MSc PhD
Cost: £105 **Code:** 16568

Data Management

Introduction to SQL in one day

Day: Saturday **Time:** 09.30-16.30
Starts: 11 October 2014 (1 meeting)

SQL is an industry standard language used to access information held in almost every database system in the world. In just one day this practical crash course will introduce you to databases and teach you how to confidently write SQL to search and manipulate the data within them.

No Credits

Prerequisites: Students should be computer literate, in that they should be comfortable using a computer for general tasks. No previous programming experience is required.

Tutor: Calum Alexander BSc MSc PhD

Cost: £85 **Code:** 16408

An introduction to Business Data Report Writing

Day: Saturday **Time:** 09.30-16.30
Starts: 24 January 2015 (1 meeting)

SQL along with tools such as Microsoft Report Builder are used to access and analyse information held in database systems around the world. In just one day this practical crash course will introduce you to advanced aspects of SQL and teach you how to confidently write SQL for reports which group and summarise data for reporting and analysis.

No Credits

Prerequisites: Students should be computer literate, in that they should be comfortable using a computer for general tasks. No previous programming experience is required.

Tutor: Calum Alexander BSc MSc PhD

Cost: £85.00 **Code:** 16349

An introduction to Business Data Report Writing

Day: Saturday **Time:** 09.30-16.30
Starts: 21 February 2015 (1 meeting)

SQL along with tools such as Microsoft Report Builder are used to access and analyse information held in database systems around the world. In just one day this practical crash course will introduce you to advanced aspects of SQL & teach you how to confidently write SQL for reports which group and summarise data for reporting and analysis.

No Credits

Prerequisites: Students should be computer literate, in that they should be comfortable using a computer for general tasks. No previous programming experience is required.

Tutor: Calum Alexander BSc MSc PhD

Cost: £85 **Code:** 16376

The following dates for the Business and Big Data – Workshop for Companies and Workshop for Professionals are indicative and both of these workshops can be offered on your premises at a time which suits you and your employees. It is recommended you have a minimum of 6 people in the group.

Business and Big Data – Workshop for Companies

Day: Thursday **Time:** 10.00-16.00
Starts: 6 November 2014 (1 meeting)

This workshop uses a combination of education, case studies, and facilitated brainstorming and will help you focus on your data as a strategic asset and help you develop the knowledge and skills to make informed decisions regarding creating value and growing your business using Big Data and Analytics.

No Credits
Tutor: Calum Alexander BSc (Hons)
MSc PhD
Cost: £350 **Code:** 18121

Additional Dates:
Day: Tuesday **Time:** 10.00-16.00
Starts: 3 February 2015 (1 meeting)
Code: 18119

Day: Thursday **Time:** 10.00-16.00
Starts: 26 March 2015 (1 meeting)
Code: 18165

Business and Big Data – Workshop for Professionals

Day: Tuesday
Time: 10.00-16.00
Starts: 16 September 2014 (1 meeting)

This workshop uses a combination of education, case studies, and facilitated brainstorming and will help practicing business professionals focus on their data and help them explore the potential of Big Data & Analytics and apply the relevant knowledge within in their own field.

No Credits
Tutor: Calum Alexander BSc (Hons)
MSc PhD
Cost: £350 **Code:** 18117

Additional Dates:
Day: Wednesday **Time:** 10.00-16.00
Starts: 12 November 2014 (1 meeting)
Code: 18166

Day: Monday **Time:** 10.00-16.00
Starts: 19 January 2015 (1 meeting)
Code: 18167

Day: Friday **Time:** 10.00-16.00
Starts: 27 March 2015 (1 meeting)
Code: 18168

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Counselling Skills



Course categories:

Counselling Skills: COSCA & CertHE Courses
Counselling Skills: ACE Courses

Counselling Skills: COSCA & CertHE Courses

COSCA Further steps in counselling skills course

Day: Tuesday **Time:** 18.00-21.00
Starts: 23 September 2014 (12 meetings)

Here is an opportunity for students to brush up on their counselling skills. This is a follow-on course aimed at those who have already completed the COSCA Counselling Skills Certificate Course (or equivalent). The threads of skills, theory, self-awareness and ethics are embedded in all the material. The core of the learning comes from participants working with their own life experiences and skills application. This is an ideal course to reflect on previous learning and to further hone your counselling skills.

CertHE Credits: 10 at Level 1
Prerequisites: Completion of COSCA Certificate in Counselling Skills or equivalent
Tutors: TBC
Cost: £350 **Code:** 18244

COSCA Counselling skills course

Day: Thursday and 4 Saturdays
Time: 18.00-21.00
Starts: 15 January 2015
(32 evenings and 4 Saturdays (full days)
Code: 10059

This COSCA validated course has also been accredited for CertHE credits by the University of Glasgow. The course provides an opportunity to develop and broaden your self-awareness as well as your listening and responding skills. You will be encouraged to develop an understanding of different theoretical counselling approaches as well as developing your own skills in a stimulating and supportive environment. The course is suitable for anyone using their skills in any helping role such as in health, education, social care, business or helpline work. More information and application forms can be found at www.gla.ac.uk/courses/openstudies/certificateincounsellingskills

Or contact Laureen Sykes:
tel: 0141 330 1822
email: laureen.sykes@glasgow.ac.uk

CertHE Credits: 40 at Level 1
Tutors: Caterina O'Connor MA CQSW
CASS DipCPS DipTP and Richard Michael McCalmont BA BACP Counsellor
Cost: £1,350

COSCA Introduction to group counselling skills course

Day: Tuesday **Time:** 18.00-21.00
Starts: 27 January 2015 (12 meetings)

The course is aimed at those who have already completed the Counselling Course Certificate (or equivalent). Participants' role as group leader will be developed. Primarily, it will assist participants to develop their knowledge and use of group counselling skills. The course is structured around themes and issues related to the life-span of a group, using the beginnings, middles and endings approach. It's a perfect course for people working with groups and also for those who wish to establish their skills in this environment.

CertHE Credits: 10 at Level 1
Prerequisites: Completion of COSCA Certificate in Counselling Skills or equivalent
Tutors: Caterina O'Connor MA CQSW
CASS DipCPS DipTP
Cost: £350 **Code:** 17508

This course can be delivered on your premises at a time to suit you and your employees. Contact 0141 330 4715 for further details.

Counselling Skills: ACE Courses

Introduction to counselling listening skills

Day: Monday
Time: 18.30-21.00
Starts: 6 October 2014 (6 meetings)

Change your life with more effective listening skills. Whether you simply wish to improve your communication at work and in personal relationships or you are considering pursuing a career in counselling, you will gain insights into key skills as well as the demands in seeking a professional qualification. Training is theoretical, experiential and interactive.

ACE Credits: 8
Tutor: Colin Flynn BEd BSc
Cost: £83 **Code:** 17046

This course can be delivered on your premises at a time to suit you and your employees. Contact 0141 330 4715 for further details.

Counselling skills summer school

Day: Monday to Friday **Time:** 10.00-15.00
Starts: 6-10 July 2015 (5 meetings)

This week-long course provides entry-level students, with or without prior experience, the opportunity to work with accredited trainers to develop counselling skills. Listening and responding skills will be a major focus, as well as the enhancement of personal and professional development. This is an excellent preparatory course for the COSCA Certificate in counselling skills and allows students to gauge their suitability for a career in counselling.

ACE Credits: 8
Tutors: Caterina O'Connor MA CQSW
CASS DipCPS DipTP and Richard Michael McCalmont BA BACP Counsellor
Cost: £138 **Code:** 17638

This course can be delivered on your premises at a time to suit you and your employees. Contact 0141 330 4715 for further details.

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Executive Coaching



These six classes can each be attended on an individual basis, or the classes can be taken to form a course where the participant has an opportunity to practise the techniques learned in class before reporting back to the tutor.

Chemistry, Contracting and Boundaries

Day: Saturday **Time:** 09.00-17.00
Starts: 18 October 2014 (1 meeting)

Using a fully interactive approach, this course looks at the groundwork required for effective business and executive coaching. Setting the chemistry and taking the temperature to ensure the levels of trust are optimum will make the world of difference. The course looks at the operational contract, the commercial contract and the psychological contract. Boundary management ensures that coaches do not stray into the realms of counselling, therapy, mentoring or training. A full and thorough explanation of each is discussed.

No Credits
Tutor: Peter Hill MCIPD FlntLM
Cost: £395 **Code:** 18177 **Lunch:** Included

Core Concepts and Models of Business and Executive Coaching

Day: Saturday **Time:** 09.00-17.00
Starts: 1 November 2014 (1 meeting)

There are many models that are used in the world of Business and Executive Coaching. This workshop gives you access to six of these models that allow for reflection, action orientation and the facilitation of change in individuals. The models allow development opportunities for the participants as well as results for their clients. Participants will get the opportunity to see the models demonstrated and practice them under the guidance of the tutor.

No Credits
Tutor: Peter Hill MCIPD FlntLM
Cost: £395 **Code:** 18195 **Lunch:** Included

Transactional Analysis

Day: Saturday **Time:** 09.00-17.00
Starts: 22 November 2014 (1 meeting)

Transactional Analysis is a model for understanding human behaviour, communication and relationships. It was originally developed in the 1950s by the late Eric Berne. This introductory workshop will explore how to analyse communication patterns, how we relate to other others and some of the pitfalls that we can fall into as coaches. Topics that will be covered include Ego states, the Drama Triangle, Winner's Triangle, Working styles, the OK Corral and Discounting.

No Credits
Tutor: Mary Parker MA Msc MCIPD
Cost: £395 **Code:** 18188 **Lunch:** Included

Motivational Interviewing

Day: Saturday **Time:** 09.00-17.00
Starts: 13 December 2014 (1 meeting)

Motivational Interviewing is part of the humanistic tradition based on the work of people such as Carl Rogers. Unlike other behavioural approaches based on external motivators MI focuses on enhancing our understanding of our internal drivers. It is generally accepted that to succeed in change you need not only an awareness that it would be good to change but also a strong internal motivation in order to embrace a new behaviour and relinquish your investment in the old. How to explore ambivalence to change with clients lies at the heart of MI. The strategies and tools of MI help the coach to explore how clients' behaviours may be out of harmony with their goals and values – and then uses this dissonance or misalignment as a springboard for change. MI helps clients to explore options and build their self belief that change is possible.

No Credits
Tutor: Mary Parker MA Msc MCIPD
Cost: £395 **Code:** 18201 **Lunch:** Included

Advanced Techniques of Business and Executive Coaching

Day: Saturday **Time:** 09.00-17.00
Starts: 17 January 2015 (1 meeting)

This workshop looks at three approaches to Business and Executive Coaching. Cognitive Behavioural Coaching has its roots in cognitive behavioural therapy. One of the key concepts of this approach has been adapted to generate a challenging yet useful approach to personal change in the field of coaching. The theory of Core Qualities is a facilitative approach to both change and feedback and lends itself well to coaching senior executives and junior managers alike. The final model to look at would be the Catalytic Toolkit. This model brings a holistic approach to coaching that will serve its practitioners well.

No Credits
Tutor: Peter Hill MCIPD FlntLM
Cost: £395 **Code:** 18192 **Lunch:** Included

Coaching Supervision

Day: Saturday
Time: 09.00-17.00
Starts: 21 February 2015 (1 meeting)

Coaching Supervision is essential to maintain the high quality of support and professional development that is needed in this emergent profession. This workshop looks at what is involved and how managerial, educational and restorative supervision is delivered.

No Credits
Tutor: Peter Hill MCIPD FlntLM
Cost: £395 **Code:** 18179 **Lunch:** Included

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Finance



Course categories:

The Financial Markets

Investments

Financial Management

The Financial Markets

Introduction to the Financial Markets Environment

Day: Saturday **Time:** 10.00-13.00
Starts: 4 October 2014 (1 meeting)

The course objective is to develop a knowledge of the main players and institutions within the financial markets environment, to understand the different and specific roles they fulfil and to understand the interrelationship between different players in the financial market environment.

No Credits

Tutor: Alan Provan BAcc ACMA
CGMA PGCE
Cost: £45 **Code:** 18081

The role played by the London Stock market as a mechanism in trading in equities – An Introduction

Day: Saturday **Time:** 10.00-13.00
Starts: 11 October 2014 (1 meeting)

A general interest course suitable for those who wish to develop a knowledge of why institutions offer shares to the public, how this is achieved, the actual regulation of this type of market, the requirements to be able to trade and the investor perspective.

No Credits

Tutor: Alan Provan BAcc ACMA
CGMA PGCE
Cost: £45 **Code:** 18070

Investments

Direct Investments – An Appreciation of Savings and Investment products – an introduction

Day: Saturday **Time:** 10.00-13.00
Starts: 18 October 2014 (1 meeting)

A general interest course suitable for those who wish to develop knowledge of the main financial products that are available, their specific characteristics and the potential impact they could have on financial planning.

No Credits

Tutor: Alan Provan BAcc ACMA
CGMA PGCE
Cost: £45 **Code:** 18041

How to value shares (and bonds) an introduction

Day: Saturday
Time: 10.00-13.00
Starts: 25 October 2014 (1 meeting)

A general interest course suitable for anyone who wants to know how they can value shares and bonds using basic techniques (similar to those used by some fund managers). This should help them to decide where to invest. Thus giving them the opportunity to gain some insight into this area before speaking to a broker.

No Credits

Tutor: Robert Davidson BA (Hons)
MSc PgC FHEA
Cost: £45 **Code:** 17076

The derivatives products – an introduction

Day: Saturday **Time:** 10.00-13.00
Starts: 1 November 2014 (1 meeting)

Those working in any industry where they would benefit from having a knowledge of derivatives to help their career. However this can also be a general interest course suitable for those who have heard about derivatives in the news and wish to have some knowledge of what is meant by the things that they are hearing about. It could also be of interest to anyone thinking of using derivatives in their investment portfolio.

No Credits

Tutor: Robert Davidson BA (Hons)
MSc PgC FHEA
Cost: £45 **Code:** 16604

Financial Management

How can you use your home to increase your income in retirement? – an introduction

Day: Saturday **Time:** 10.00-13.00
Starts: 8 November 2014 (1 meeting)

A general interest course suitable for those in or nearing retirement AND their families, wishing to have some knowledge of what is meant by ideas like Lifetime Mortgages, their pros and cons. Thus giving them the opportunity to gain some insight into this area before speaking to a financial adviser. It can also be used by those in the industry who are considering expanding into this area of the mortgage market.

No Credits

Tutor: Robert Davidson BA (Hons)
MSc PgC FHEA
Cost: £45 **Code:** 16812

Introduction to the Capital Investment Appraisal Techniques

Day: Saturday **Time:** 10.00-13.00
Starts: 15 November 2014 (1 meeting)

This is a general interest course suitable for those wishing to acquire some knowledge of what is meant by capital appraisal and its use in relation to an enterprises' investment strategy. This course will develop your knowledge of the main types of capital investment appraisal techniques that are available, their advantages and disadvantages and their use in financial planning.

No Credits

Tutor: Alan Provan BAcc ACMA
CGMA PGCE
Cost: £45 **Code:** 18386

How to Create, Use and Interpret the Net Present Value Model

Day: Saturday **Time:** 10.00-13.00
Starts: 22 November 2014 (1 meeting)

This is a general interest course suitable for those wishing to acquire some knowledge of how to use and constructively apply the Net present Value model to evaluate the financial implications of an investment project. It acts as a taster course to those who are either looking for knowledge of capital investment appraisal e.g. small business owners those studying for a finance qualification or for those undertaking project investment and meaningfully wish to interpret its implications.

No Credits

Tutor: Alan Provan BAAcc ACMA
CGMA PGCE
Cost: £45 **Code:** 18438

Planning for your retirement, what to think about to have a good retirement income – an introduction

Day: Saturday **Time:** 10.00-13.00
Starts: 24 January 2015 (1 meeting)

This is a general interest course suitable for those starting to think about their retirement plan AND their families, wishing to have some knowledge of what is meant by the ideas: final salary, money purchase, annuities, open market etc plus alternative plans like ISAs etc. Thus giving them the opportunity to gain some insight into this area before speaking to a financial adviser.

No Credits

Tutor: Robert Davidson BA (Hons)
MSc PgC FHEA
Cost: £45 **Code:** 18432

If the course you are interested in is not currently available please contact Patricia Wallace at patricia.wallace@glasgow.ac.uk and we can discuss courses planned for next session.

Introduction to Strategic Financial Management Part 1

Day: Saturday **Time:** 10.00-13.00
Starts: 24 January 2015 (1 meeting)

A first level introductory course for those who desire some basic knowledge of the importance of Financial Management in a business setting. The course could also be a taster course for those considering further studies in Finance or Accounting.

No Credits

Tutor: Robert Izat MA Msc MBA CPFA
Cost: £45 **Code:** 18638

Introduction to Strategic Financial Management Part 2

Day: Saturday **Time:** 10.00-13.00
Starts: 31 January 2015 (1 meeting)

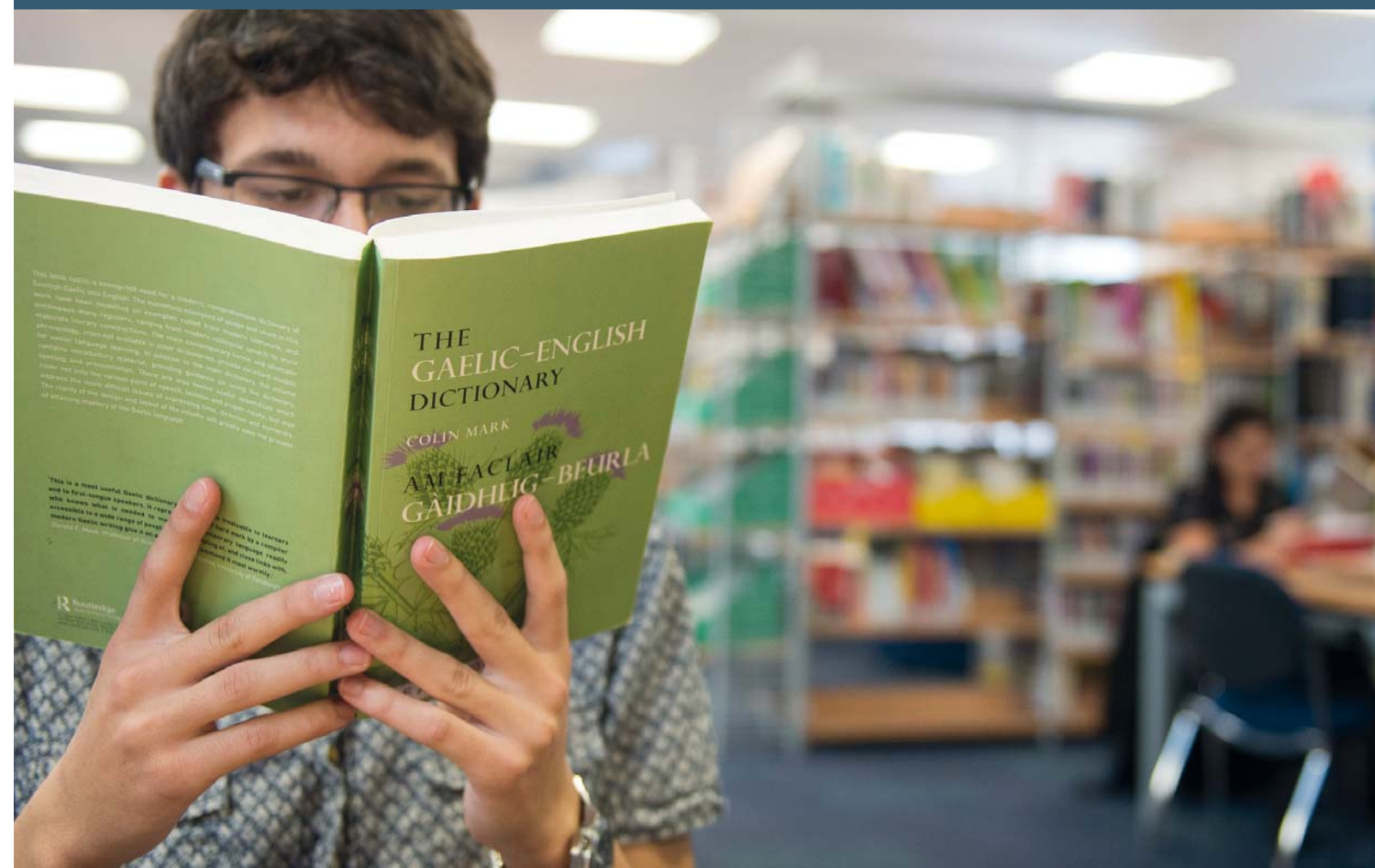
A first level introductory course for those who desire some basic knowledge of the importance of Financial Management in a business setting. The course could also be a taster course for those considering further studies in Finance or Accounting.

No Credits

Tutor: Robert Izat MA Msc MBA CPFA
Cost: £45 **Code:** 18636

Languages

For session 2014-2015 (starting in October) we will be offering courses at different levels in the following: Arabic, Chinese (Mandarin), Danish, Dutch, French, Gaelic, German, Hebrew, Italian, Japanese, Norwegian, Portuguese, Russian, Spanish, Swedish, Turkish and Urdu



Courses normally run for two hours per week, for 20 weeks, with daytime, evening and Saturday morning options. Some courses also take place in East Renfrewshire, East Dunbartonshire and Helensburgh. All language courses are worth 10 credits and you achieve these when, through normal classroom activities (not through an examination), you demonstrate a minimum level of competence expected for your particular course.

If you first enter the language programme at Stages 2, 3 or 4, and successfully complete the course, you will be eligible to

receive credit for the lower stage courses as well; e.g. if you join and successfully complete a Stage 2 German class you would, on request, be credited with 20 credits.

You can obtain Language Stage Description Sheets from the Open Studies Information Office, the web at: www.gla.ac.uk/courses/openstudies/languageprogramme or by phoning +44(0)141 330 1835 and asking for the relevant sheets to be sent out. If you are still not sure which course to join, you can talk to someone on our Languages

Helpline between 13.00-14.00 on Thursdays from 7 August : the helpline number is +44(0)141 330 1817/1854.

Further information on our language courses, including description sheets, is also available on our web site at: www.gla.ac.uk/courses/openstudies/languageprogramme.

If you require specific tuition for employees, either in the University or in your company we will be happy to assist you identify your requirements and arrange courses to meet your needs.

Philosophy



Environmental Ethics

Day: Online course

Starts: Week beginning 6 October 2014
(8 sessions)

What is wrong, if anything, with GM foods? Is it morally wrong to travel with your pet abroad? Should you neuter your pets? Should mountains, hills, rocks and rivers be protected from human activities? Is it morally wrong to eat meat? Are wind turbines morally good? You can answer these and many other environmentally related questions through this course.

ACE Credits: 8

Tutor: Costas Athanasopoulos BA BA
(Spec) PgDip MEd PhD FHEA

Cost: £88 **Code:** 16440

An introduction to Philosophical Practice: what it is and what it can do for you

Day: Saturday **Time:** 10.00-16.00

Starts: 7 March 2015 (1 meeting)

"With DSM-5 [The Diagnostic and Statistical Manual of Mental Disorders] you can say everybody is sick!" So complained an American psychiatrist, but do we need to resort to psychiatric help and expensive medicine to deal with mental and psychological difficulties we encounter in our daily lives? This course may help you to identify when things go out of control and how to stop them from getting worse.

No Credits

Tutor: Costas Athanasopoulos BA BA
(Spec) PgDip MEd PhD FHEA

Cost: £30 **Code:** 16396

Business Ethics

Day: Online course

Starts: Week beginning 13 April 2015
(8 sessions)

Is there any Ethics in Business or is the expression "Business Ethics" an oxymoron or a paradox? Find out how you can create and organise a business on the basis of a solid ethical and moral foundation. Whether you are a manager, a CEO or an employee you will may benefit from this course in your moral decision making in a business environment. Particular emphasis will be given to the study of practical application of ethical theory through concrete business study cases.

ACE Credits: 8

Tutor: Costas Athanasopoulos BA BA
(Spec) PgDip MEd PhD FHEA

Cost: £88 **Code:** 16335

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Social Sciences, Psychology, Sociology and Mindfulness



Course categories:

Mindfulness
Psychology
CertHE
ACE
Day and evening events
Summer School
Online courses

Mindfulness

Mindfulness based stress reduction

Day: Tuesdays from 21 October 2014
Time: 19.00-21.00 (8 meetings)

This course covers the theoretical and practical aspects related to Mindfulness Based Stress Reduction. MBSR skills are used widely now in a range of fields to help manage stress and anxiety. The teaching approach will involve discussion of relevant research, guided meditations, and enquiry into experience. Students will be encouraged to adopt critical thinking skills and engage in home practice to further deepen understanding of the area.

ACE credits: 8
Tutor: Alastair Storie BA MSc PG Dip PG Cert C.Psychol
Cost: £88 **Code:** 17592

Mindfulness – managing stress and bringing peace to your work and home life

Day: Saturday 28 February 2015
Time: 10.00-16.00 (1 meeting)

This course will help participants understand the significant benefits of mindfulness in both their professional and personal life. Through case studies, participants will learn how others have benefitted from introducing mindfulness to their lives. You will also have an experiential introduction to mindfulness as well as having practical tips on how to introduce mindfulness, both at home and at work.

Tutor: Angela McCusker BA CA MBA MSc
Cost: £30 **Code:** 17673

Using mindfulness to work with loss, grief and bereavement

Day: Saturday 6 December 2014
Time: 10.00-16.00 (1 meeting)

Loss, grief and bereavement affects all of us at some time. A mindfulness framework can allow us to explore loss, grief and bereavement with compassion. The use of mindfulness to support clients and therapists with anticipatory loss, complicated grief and palliative care working is considered. Working in this environment it can be difficult and stressful for therapists so the importance of keeping therapists safe will be covered.

Tutor: Karen Fenna
Cost: £30 **Code:** 17249

Mindfulness and sport

Day: Saturday 24 January 2015
Time: 10.00-16.00 (1 meeting)

Sport, like many other areas of life is becoming more aware of the potential benefits of mindfulness. Attendees on this course will gain an understanding of the basic principles of mindfulness and how it is currently employed in sport. Tuition will involve direct experience of the skills, and evaluation of the underpinning theories and research. The intention is to develop strategies which can enhance the performance of athletes and practitioners.

Tutor: Alastair Storie BA MSc PG Dip PG Cert C.Psychol
Cost: £30 **Code:** 18072

Mindfulness in addiction recovery

Day: Saturday 7 February 2015
Time: 10.00-16.00 (1 meeting)

It can be argued that the core of addiction is avoidance of painful emotional states and the use of substances or behaviours to escape living in the present moment. Mindfulness helps develop greater acceptance of life's challenges and awareness of the triggers that can precede relapse. This introductory course aims to assist you to experientially discover the links between mindfulness and relapse prevention. Through self-awareness, recovering addicts can be supported to apply mindfulness and take preventive action minimising the risk of relapse.

Tutor: Rosie West BA PgCert
Cost: £30 **Code:** 18086

Mindfulness and art psychotherapy

Day: Saturday 14 March 2015
Time: 10.00-16.00 (1 meeting)

Mindfulness is the ability to identify with the present moment without judgments and with appreciation. Mindfulness teaches us to live in the present moment where our real lives are unfolding and where we can make skilful choices. Mindfulness and art psychotherapy go hand in hand, offering both support and challenge. Mindfulness is presented as a way of life that is joyful, spontaneous, energised and engaged and during this day event its application to art and art psychotherapy will be made clear.

Tutor: Karen Fenna
Cost: £30 **Code:** 17113

Mindfulness

We also run short Mindfulness courses in the following:

- Taster in mindfulness
- Mindfulness and Buddhism

Our 'Mindfulness based stress reduction' course can be delivered in the University or in your premises when it suits you and your staff. To discuss details please contact Patricia Wallace on patricia.wallace@glasgow.ac.uk

Psychology: CertHE

Health Psychology

Day: Mondays from 12 January 2015
Time: 19.00-21.00 (11 meetings)

This course will provide an overview of health psychology and its contribution to our understanding of the factors influencing health, illness and well-being. The application of health psychology in public and private industries and to various population groups will also be covered. This course will introduce topics including stress, pain, communication, risk perception and social cognitions models. Sessions will include taught components as well as interactive discussions, group work and quizzes.

CertHE credits: 10 at level 1
Tutors: Deirdre Holly BA MSc MSc DPsych and Alyssa Gillinsky BSc MSc
Cost: £115 **Code:** 16614

Psychology of Addictions

Day: Mondays from 22 September 2014
Time: 18.00-21.00 (17 meetings)

This course focuses on understanding what addictions are; how they are different from obsessions, compulsions and mere bad habits; how they develop and are overcome with reference to alcohol, drugs, sex, gambling, eating and other excessive behaviours in which people can become trapped.

CertHE credits: 20 at level 1
Tutor: Iain Brown MBE MA MEd AFBPsS CPsychol
Cost: £230 **Code:** 16371

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Fundamentals of Psychology

Day: Tuesdays from 23 September 2014 and 6 Saturdays
Time: 19.00 - 21.00 (Tuesday); 10.00 – 16.00 (Saturday)
Number of meetings: 23 Tuesdays and 6 Saturdays

Scientists have studied human behaviour, cognition and development for only about 200 years, however in that time our understanding of the human mind has undergone radical changes. This team-taught course provides insight into how psychologists study human behaviour and introduces significant early concepts and modern psychological theories. Some of the topics include psychology’s history, sleep, language development, memory and practical experimental methods. Areas of psychology include biological, cognitive and developmental. A small constituent of this course requires work with numbers as part of the practical section.

CertHE credits: 40 at level 1
Tutor: Helena Paterson MA PhD
Cost: £460 **Code:** 17562

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Psychology: ACE

Stress

Day: Tuesdays from 3 March 2015
Time: 13:00-16:00 (5 meetings)

Do you suffer from stress? This subject has become very prominent in today’s culture and has often instigated fierce debate as to its very existence. This course will investigate theories and research from a psychological aspect and by group discussion, psychological testing and questionnaires, will work towards a consensus of opinion on the subject.

ACE credits: 8
Tutor: Clare Caddell BA MEd PhD C.Psychol
Cost: £83 **Code:** 16367

Developing the motivated, confident, mindful, performer: Innovations in sport and exercise psychology

Day: Thursdays from 30 April
Time: 18.30-21.00 (6 meeting)

This course will provide an overview of the role of the sport and exercise psychology. Drawing on research, case studies, and real life examples, attendees will gain an understanding of the techniques and approaches employed to enhance psychological aspects of performance. In addition to traditional methods, more recent approaches which are influenced by acceptance-based models such as mindfulness will be explored. The course will also cover the optimisation of team environments and athlete development.

ACE credits: 8
Tutors: Jane McKay BSc MSc PhD and Alastair Storie BA PGDip MSc C.Psychol
Cost: £83 **Code:** 17540

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Psychology: Day and evening events

Personality differences

Day: Wednesdays from 8 October 2014
Time: 18.00-21.00 (5 meetings)

Possessing an attractive personality can enhance our social standing among friends, family and colleagues. In our daily lives, we often strive to present an “ideal” personality to the world rather than our “true” authentic selves. Should we persevere in aiming for an ideal rather than a “true self”? Or are we justified in hiding characteristics which we have learned are distastful to others? Through mini-lectures, discussion, questionnaires and quizzes, the course will present both sides of the argument.

ACE credits: 8
Tutor: Clare Caddell BA MEd PhD C.Psychol
Cost: £83 **Code:** 16358

Developing children’s thinking

Day: Wednesdays from 15 October 2014
Time: 13.00-16.00 (5 meetings)

Open to anyone interested in the topic, this course will examine a number of perspectives on how to foster children’s/ young people’s capacity to think clearly and well. A range of strategies that support the development of critical and creative thinking will be considered. The rationale for each will be explored and a practical approach to the day-to-day application of these will be taken, to deepen and extend thinking.

ACE credits: 8
Tutor: Margaret Kirkwood BSc MEd PhD
Cost: £83 **Code:** 16799

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

Taster in health psychology

Day: Mondays from 20 October 2014
Time: 18.30-21.00 (2 meetings)

This short course will provide an overview of key issues of relevance to health psychology and will introduce two key approaches that health psychologists use to try and improve people’s health behaviours. Health behaviours and self-management of health conditions will be presented and accompanied by interactive discussions and demonstrations/ activities.

Tutor: Deirdre Holly BA MSc MSc Dpsych
Cost: £30 **Code:** 16966

Autism throughout the lifespan

Day: Tuesdays from 27 January 2015
Time: 18.30-21.00 (2 meetings)

This course will take you through the lifespan of individuals with autism. It will look at differences and challenges that present themselves from infancy right through to old age. Autism varies in the degree of severity and the symptoms but it is a lifelong condition that at times, is little understood and this course will help you debunk some of those myths. Some of the psychological topics that will be considered include theory of mind, social cognition and movement disorders.

Tutor: Carrie Ballantyne BSc MSc PhD
Cost: £30 **Code:** 16336

Autism Awareness is a 3 hour session offered by Carrie Ballantyne BSc MSc PhD which can be delivered in the University or in your premises when it suits you and your staff. To discuss details please contact Patricia Wallace on patricia.wallace@glasgow.ac.uk

Helping children to be smart thinkers

Day: Wednesdays from 4 March 2015
Time: 13.00-15.30 (2 meetings)

This brief course will use a practical and interactive approach to explore how to help children and young people to be smart thinkers who can think clearly and well in whatever situation. We will explore a range of strategies that support the development of critical and creative thinking. Whether you work with kids, have your own, or simply find the mind of the child fascinating, this course will engage you and leave you keen to try out the ideas.

Tutor: Margaret Kirkwood BSc MEd PhD
Cost: £30 **Code:** 17036

Stress - real or imagined?

Day: Saturday 25 October 2014
Time: 10.00-16.00 (1 meeting)

Stress is a commonplace word in today’s conversations. Nevertheless, many people feel ashamed if they experience it themselves and often deny its existence in order to maintain their job or family commitments. This class will examine some theories of stress and relevant research on the subject as we explore the reality or myth conundrum.

Tutor: Clare Caddell BA MEd PhD C.Psychol
Cost: £30 **Code:** 16420

Understanding drug and alcohol problems

Day: Saturday 8 November 2014
Time: 10.00-16.00 (1 meeting)

This taster course offers students an opportunity to explore problem drug and alcohol use. During the interactive session fundamental aspects of the concept of addiction will be explored. In addition, some of the major contemporary and seminal theories used to explain the behaviour will be outlined and consideration given to interventions developed to overcome these behaviours.

Tutor: Alice Russell MSc
Cost: £30 **Code:** 17491

**Psychology:
Summer school****Alexander technique**

Day: Monday – Wednesday from
 27 July 2015
Time: 10.00-16.00 (3 meetings)

This three day course will outline the history, background, and principles of the Alexander technique. The link between thinking and muscle tone, attention, concentration and balance will be introduced and body-mind connection explored. One-to-one work using the hands-on approach unique to the Alexander technique will be included each day. Enrolment limit 10.

No Credits
Tutor: Lynn MacDonald McLean
 MA MSTAT
Cost: £120 **Code:** 17236

Day: Monday 8 December 2014
Time: 10.00-16.00 (1 meeting)
Cost: £40 **Code:** 17649

Day: Saturday 2 May 2015
Time: 10.00-16.00 (1 meeting)
Cost: £40 **Code:** 17650

We also run short psychology courses in the following:

- Consciousness
- Ready steady psychology
- Music and psychogeography
- Psychology, crime and justice
- Introduction to social psychology
- Introduction to cognitive psychology
- CBT (Cognitive Behavioural Therapy) for weight loss: exploring why it works
- Analysing personality

**Psychology:
Online Course****What can psychology tell us about disability?**

When: Online course undertaken in weekly sections
Starts: Week beginning 29 September 2014 (11 sessions)

This course will provide an overview of introductory topics in psychology highlighting why the study of these topics is important. The role that psychology can play within the field of disability will be a recurrent theme. The range of topics will include emotion, sleep, learning, attitudes, memory, stress and intelligence. A diverse range of disabilities, including autistic spectrum disorders, Down's Syndrome, Fragile X and William's Syndrome, will be explored within the context of the psychological topics.

CertHE credits: 10 at level 1
Tutors: Carrie Ballantyne BSc MSc PhD
 and Laura Sharp BSc PhD
Cost: £115 **Code:** 16341

Work-Life Balance



Our Time and Stress Management 1 Day event offered by Clare Caddell (B.A., MEd, PhD, MBPsS, C.Psychol) can be delivered when and where you require. For more details please contact Patricia Wallace at patricia.wallace@glasgow.ac.uk

Developing Assertiveness

Day: Saturday **Time:** 09.30-17.00
Starts: 4 October 2014 (1 meeting)

Do you always think, communicate and behave assertively? Looking at body language, voice quality and language, the real advantages of using assertive skills, in business and personal relationships, is highlighted. You will learn practical techniques for behaving assertively and communicating in a direct and open way, which will increase your choices whilst respecting the rights of others.

No Credits
Tutor: Carol Deans BA
Cost: £295 **Code:** 16401 **Lunch:** Included

Additional Dates:
Day: Saturday **Time:** 09.30-17.00
Starts: 21 February 2015 (1 meeting)
Code: 16402

Developing Resilience and Reducing Stress

Day: Saturday **Time:** 09.30-17.00
Starts: 25 October 2014 (1 meeting)

Fact: Bad things happen in life sometimes, but are you more likely to 'awfulize' the situation or can you easily bounce back? This workshop highlights the advantages of taking responsibility for dealing directly with stress in both business and personal situations by developing the skill of resilience. You will focus on learning practical techniques to develop resilience skills and thus manage your stress level.

No Credits
Tutor: Carol Deans BA
Cost: £295 **Code:** 16438 **Lunch:** Included

Additional Dates:
Day: Saturday **Time:** 09.30-17.00
Starts: 28 February 2015 (1 meeting)
Code: 16439

Our Courses for Adults 2014–2015 brochure has many more related courses you may be interested in. Please see www.gla.ac.uk/media/media_350134_en.pdf for more details or telephone +44 (0)141 330 1829, our automated brochure request line for a brochure.

General Information

Fees and funding

Skills Development Scotland

Skills Development Scotland is the national skills body supporting the people and businesses of Scotland to develop ideas and apply their skills.

Individual Learning Accounts (ILAs)

If you are on a low income you may qualify for the Skills Development Scotland's Individual Learning Accounts scheme. The £200 ILA can be used towards most of our courses. Unfortunately courses which carry no credit are not eligible. For more details and to open an account, please call the ILA Scotland's helpline free on 0808 100 1090 or go to their website: Individual Learning Accounts (ILAs) www.myworldofwork.co.uk/content/ila-scotland-funding-for-you

Please note that you must have set up your ILA account and have your learner funds available before you can enrol on a course and before the course start date. If you are using an existing account your new learner year funds must be available before the new course start date and at the time of enrolment in order to redeem them against a course.

If you pay for your course using ILA funds and do not attend you must formally withdraw from the course otherwise you will be liable for the course fee.

Funding for Skills

Through the Skills Development Scotland's Our Skillsforce web service, employers are able to access funding for staff development and training opportunities. The Flexible Training Opportunities gives Scottish businesses with up to 100 employees the opportunity to apply for a grant of up to £5,000 towards employee training costs. www.ourskillsforce.co.uk/funding-for-skills/

For further information, helplines are available:
Individuals 0800 917 8000 Businesses 0800 783 6000

SAAS

If you plan to study CertHE courses totalling 30 credits or more in year 2014-15, you may be eligible to apply for the part-time fee grant (PTFG) which can contribute towards course fees. Students in receipt of certain state benefits or those who are earning £25,000 or less per year including any private and state pensions may be eligible. For further information visit www.gla.ac.uk/services/centreforopenstudies/feesfundingandrefunds/ and to download an application pack with completion guidelines please visit the Student Awards Agency for Scotland(SAAS) website www.saas.gov.uk/part_time/ug/index.htm 0300 300 3137

Additional Funding Information

External funding for Centre for Open Studies courses may be available for individual and group enrolment. Whilst we have highlighted some funding opportunities, many more exist that you will be able to research and apply for directly:

Big Lottery Fund
Big Potential
Social Enterprise UK
Voluntary Sector Development Funding

Learning Works

Some of the courses in this brochure may be available to University of Glasgow staff taking advantage of the Learning Works scheme. For further information: www.glasgow.ac.uk/services/staffdevelopment/learningworks/ or tel: +44(0)141 330 4270 or email: learningworks@glasgow.ac.uk

Payment Plans

If you have difficulty in meeting the full course fee prior to enrolment, it may be possible to arrange a payment plan. Please note that this applies to courses where you are required to pay in excess of £400.

Please apply in writing to Helen McWhirr, Administrator, Centre for Open Studies, St Andrew's Building or email: helen.mcwhirr@glasgow.ac.uk

Please note that such arrangements cannot be made over the telephone. Your application will be treated in confidence.

Student declaration

In signing the form, we are asking you to observe the regulations and requirements of the University as set out in the Calendar, which is available on the web at: www.gla.ac.uk/services/senateoffice/policies/calendar

Further information on a number of issues relevant to your enrolment can be found on the Centre for Open Studies website www.glasgow.ac.uk/centreforopenstudies or by calling +44(0)141 330 1835

Personal data

www.gla.ac.uk/services/centreforopenstudies/informationforstudents/universitypoliciesandprocedures/#Personal_Data

Criminal convictions

For more information please see: www.gla.ac.uk/services/centreforopenstudies/informationforstudents/universitypoliciesandprocedures/#Criminal

University of Glasgow ID card

www.gla.ac.uk/services/centreforopenstudies/informationforstudents/studentidcard/#d.en.279105

Students taking Certificate of Higher Education courses and ACE credit courses on the Open Programme are offered a University of Glasgow ID card. You are required to request your ID card from the Centre for Open Studies Information Office. You can do this by visiting in person at the St Andrew’s Building, 11 Eldon Street or by telephoning 0141 330 1835. The card will allow entry to the University Library, the Language Centre and Sports Facilities (fee applies) and allows access to University computing facilities.

Equal opportunities

www.gla.ac.uk/services/centreforopenstudies/informationforstudents/universitypoliciesandprocedures/#Equal%20Opportunities

The Centre for Open Studies is committed to equality of opportunity for all. We welcome a diverse student population and aim to ensure that all students have the opportunity to benefit fully from participation in Open Studies courses. To this end, the Centre for Open Studies seeks to achieve and maintain a student body that broadly reflects the communities within which it operates. The University’s Equality and Diversity Policy can be found at: www.glasgow.ac.uk/services/equalitydiversity/equalitydiversitypolicy

Withdrawals and refunds

If a course is fully subscribed or is cancelled due to insufficient demand, you will receive a full refund. If you decide to withdraw from a course then you must tell us in writing:

Centre for Open Studies
University of Glasgow, Enrolment Office,
St Andrew’s Building, Eldon Street, Glasgow, G3 6NH

Or email: openstudies-enquiry@glasgow.ac.uk or fax +44 (0) 141 330 1821.
You must do this as soon as possible but certainly not later than five working days before the course begins. If these conditions are met, a refund of the course fee will be made. If you require to withdraw from a course on medical ground, a medical certificate or letter from your doctor must be provided. Upon receipt of this, a refund will be issued.

Transfers

Students may transfer their enrolment to another course by applying in writing (letter or email) to the Enrolment Secretary quoting their University of Glasgow student number, present course title and course code, and the course title and course code to which they wish to transfer. Students may only transfer to a course which is currently running, and not onto a course offered in a future term/semester, and transfers must be made within three weeks of the beginning of the course. The transfer will be made if a free place is available. If the fees of the two courses are different then the appropriate refund or extra charge will be made. Please note that the Centre for Open Studies must be notified in writing of transfers, not by telephone and not via the tutor.

Cancellation of courses

Classes with low enrolments will be subject to cancellation either before or at the first meeting. Where possible, at least a week’s notice will be given. When a course is cancelled, a full refund of fees paid will be made. Please note that if fees have been paid for by cash or cheque then a refund will be made by cheque. Fees paid by credit card will be refunded to the card number provided. Please enrol early on your chosen class in order to reduce the chance of disappointment.

Postponement of classes

In the event of inclement weather or other unforeseen circumstances, when classes might have to be postponed at short notice, the Centre for Open Studies will make every effort to relay the information via Real Radio, Radio Clyde and BBC Radio Scotland. If you are uncertain whether a class will be held please contact the Information Centre on +44 (0)141 330 1835.



University of Glasgow

Family name i.e. (Mr, Ms, Mrs, Miss, Dr):

Date received:

Batch no:

Payment:

Forename(s):

Address:

City / Postcode:

Email address:

Telephone daytime:

Evening:

☐ Male

☐ Female

Date of birth:

☐ I have been a University of Glasgow or Open Studies student before

Centre for Open Studies enrolment 2014 – 2015

GU no:

Course code

Title

Course fee

Total:

Payment of the total fee due consists of: Cheques to be made payable to ‘University of Glasgow’

cash (£50 max)

cheque

ILA payment

credit/debit card

PTFG payment

Total:

ILA account no:

ILA expiry date:

Please debit my

☐ Visa

☐ Mastercard

Cardholder’s name:

Cardholder’s address:
(if different from above)

Note that house number and
postcode are essential

Cardholder’s signature:

Card no:

Expiry date:

Security no:

If you have a disability, please indicate its nature below: Disability

☐ a specific learning difficulty (e.g. dyslexia)

☐ wheelchair user/mobility difficulty

☐ personal care support

☐ autistic spectrum disorder

☐ blind/partially sighted

☐ deaf or hearing impaired

☐ mental health difficulties

☐ multiple disabilities

☐ an unseen disability

☐ disability not listed here

☐ no disabilities

This information is for HESA purposes, and will not be passed on. If you have any study or accommodation or access/evacuation needs, you are encouraged to disclose these separately. Further information at: www.gla.ac.uk/services/centreforopenstudies/informationforstudents/informationforstudentswithdisabilities/

Please indicate your ethnic origin: ethnic origin and nationality

☐ white

☐ black-Caribbean

☐ black-African

☐ black-other

☐ Asian-Indian

☐ Asian-Pakistani

☐ Asian-Bangladeshi

☐ other Asian

☐ Chinese

☐ mixed background

☐ other

Please indicate your nationality (e.g. Dutch, etc):

Please indicate your highest previous qualification (tick only one box): previous qualifications

☐ No previous qualification

☐ Ordinary/Honours degree (UK)

☐ O/Standard grades/O level

☐ Graduate (EU)

☐ SCE Higher/A level

☐ Graduate (other overseas)

☐ HNC/Certificate of Higher Education

☐ Higher degree (UK)

☐ HND/Diploma of Higher Education

☐ Access course

☐ Other professional qualifications (eg SVQs) please specify:

declaration

I understand that this data will be included in the record used in the management of all aspects of my membership of the University. Some of the information requested on this form will be sent to the Higher Education Statistics Agency for use in the statistical analysis of Government Education Departments, Funding Councils and other authorised users of the data.

date: signature

Criminal conviction

criminal conviction: ☐ no ☐ yes (previously notified to CFOS in the last year) ☐ yes (not notified to CFOS)

Please tick the appropriate 'yes' box if you have an unspent criminal conviction. A conviction does not include a motoring offence for which you have received a fine or three penalty points. If you have not been convicted of a criminal offence you must tick the 'no' box. (If you do not tick any box we cannot process your form.) Please see page 30 for details.

Freepost RRTH-HTRT-YXLK, Cente for Open Studies, St Andrew's Building, 11 Eldon Street, Glasgow, G3 6NH



Family name i.e. (Mr, Ms, Mrs, Miss, Dr):

Forename(s):

Address:

City / Postcode:

Email address:

Telephone daytime: Evening:

☐ Male ☐ Female Date of birth:

☐ I have been a University of Glasgow or Open Studies student before

Centre for Open
Studies enrolment
2014 – 2015

GU no:

Course code	Title	Course fee
		Total:

Payment of the total fee due consists of: Cheques to be made payable to 'University of Glasgow'

cash (£50 max) + cheque + ILA payment + credit/debit card + PTFG payment Total:

ILA account no: ILA expiry date:

Please debit my ☐ Visa ☐ Mastercard

Cardholder's name:

Cardholder's address:
(if different from above)
Note that house number and
postcode are essential

Cardholder's signature:

Card no:

Expiry date: Security no:

If you have a disability, please indicate its nature below: Disability

☐ a specific learning difficulty (e.g. dyslexia)

☐ wheelchair user/mobility difficulty

☐ personal care support

☐ autistic spectrum disorder

☐ blind/partially sighted

☐ deaf or hearing impaired

☐ mental health difficulties

☐ multiple disabilities

☐ an unseen disability

☐ disability not listed here

☐ no disabilities

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Please indicate your ethnic origin: ethnic origin and nationality

☐ white

☐ black-Caribbean

☐ black-African

☐ black-other

☐ Asian-Indian

☐ Asian-Pakistani

☐ Asian-Bangladeshi

☐ other Asian

☐ Chinese

☐ mixed background

☐ other

Please indicate your nationality (e.g. Dutch, etc):

Please indicate your highest previous qualification (tick only one box): previous qualifications

☐ No previous qualification

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☐ Graduate (EU)

☐ SCE Higher/A level

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☐ Higher degree (UK)

☐ HND/Diploma of Higher Education

☐ Access course

☐ Other professional qualifications (eg SVQs) please specify:

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T: +44 (0)141 330 1860/1853/2772 | E: openstudies-enquiry@glasgow.ac.uk | www.glasgow.ac.uk/centreforopenstudies 35

University facilities

The University Library

If you are taking an ACE or Certificate of Higher Education course you can use the University Library as soon as you are registered. Your registration card is also your Library card – you will need it to get in to the building. You can find information about borrowing and other library activities on the webpages, or ask at the Welcome Desk. Find out more about the Library: www.lib.gla.ac.uk or email: library@lib.gla.ac.uk

St Andrew's Building Café

The St Andrew's Building café is normally open daily from 08.30 to 15.00 during term time commencing 8 September 2014. Both inside the café and on the 5th floor of the St. Andrew's Building, there are vending machines and seating areas available day and evening. There are also many local cafes close to the St. Andrew's Building for students attending evening classes.

Sport and recreation at the University of Glasgow

There are two categories of membership available for Open Studies students, for more information visit: www.glasgow.ac.uk/sport or follow [glasgowunisport](#) on facebook and Twitter.

The Language Centre Library

The Language Centre Library is located in spacious premises on the ground floor of the Hetherington Building in Bute Gardens. www.gla.ac.uk/about/languagecentre/languagecentrelibrary/. Open Studies students wishing further information about the library should make contact in person or by email: lc-librarian@arts.gla.ac.uk.

The Language Centre
University of Glasgow
Bute Gardens
Glasgow G12 8RS

Information for students with disabilities

We welcome enquiries and applications from all students including students with dyslexia, chronic medical or mental health conditions, sensory impairments and mobility impairments. We encourage you to disclose as early as possible any disability or condition to ensure that appropriate support is arranged. This could include physical access, assistance with evacuation, examination and study arrangements. Early disclosure is important. If you do not disclose at an early stage it may not be possible for us to make suitable provision. You may already have indicated a disability on the enrolment form but this information is used for statistical purposes only.

Irene Vezza is the Centre for Open Studies Disability Coordinator and should be contacted in the first instance (tel: +44 (0)141 330 1823 or email: irene.vezza@glasgow.ac.uk). You can also contact the University's Disability Service (DS) which is an advisory and support service available to all potential and enrolled students who have a disability: telephone +44 (0)141 330 5497, fax +44 (0)141 330 4562 or email: disability@gla.ac.uk

The DS web pages outline the range of services available to disabled students (www.glasgow.ac.uk/disability). All information disclosed will be treated as 'sensitive personal data' as defined by the Data Protection Act (1998), and will not be passed on without your explicit consent.

For students who are deaf or have a hearing impairment: there are a number of rooms equipped with induction loop systems. Other communication services, eg sign language interpreters, lipspeaking, note-taking support etc may be available. Please contact Irene as early as possible to book any of these services or to make sure that the room in which your class is due to be held is suitable.

Students with mobility impairments: most University campus buildings are accessible by wheelchair and every effort is made to ensure students can also access off-campus course venues.

Students who are blind or have a visual impairment: please contact Irene if you require course material to be produced in Braille, enlarged or in an alternative format.

Centre for Open Studies

University of Glasgow
St Andrew's Building
11 Eldon Street
Glasgow
G3 6NH

To enrol: +44 (0)141 330 1860/1853/2772
www.glasgow.ac.uk/centreforopenstudies

