



Evening Class & Business Workshop Directory

2011/2012



Lochaber Business Development Services (LBDS) has been established for almost 15 years providing a range of support services for local businesses, community organisations such as village halls and community centres, and individuals. We provide a professional, personal service tailored to suit your needs – see below some of the development activities we've delivered over many years.

Services include:

- ❖ Business Planning
- ❖ Financial Projections
- ❖ Project Management
- ❖ Project Financing
- ❖ Feasibility Studies
- ❖ Management Training
- ❖ Funding Applications
- ❖ Business Workshops

For further information on how LBDS can help you or your organisation fulfil its potential, contact:

**LBDS, West Highland College UHI
Fort William, PH33 6FF**

Phone: 01397 874402 Email: info@lbds.co.uk

www.lbds.co.uk

Welcome to the 2011/2012 Evening Class & Business Workshop Directory!

Welcome to the 2011/2012 directory, offering you a broad range of evening classes and business workshops.

There are learning opportunities available for everyone, whether an individual or a business, and in many cases no previous knowledge or experience is required!

New courses will be added throughout the year, so keep checking the Lochaber Business Development Services website for up-to-date information at **www.lbds.co.uk**.

In addition to this, if you have ideas for other courses, please let us know. Email your ideas and suggestions to **bookings@lbds.co.uk** and these new courses could then be included in the next edition of this Directory!

We hope you enjoy looking through the Directory - and are inspired to attend at least one of the courses on offer!

Booking onto courses:

It is strongly advised that you book onto a course as early as possible, with a minimum of two weeks in advance for workshops being recommended.

To book, you should email **bookings@lbds.co.uk**, or telephone **01397 874874**. Bear in mind when booking a course that payment is required in advance to reserve your place. You will be advised on payment options.

Individual Learning Account (ILA)

Please note that some classes/workshops may be eligible for Individual Learning Account (ILA) grant funding of up to £200. (Eligible courses are identified in the directory). Therefore, if you are 16 or over and your income is less than £22,000, or you are on benefits, you can apply for an ILA by phoning **0808 100 1090** or visit **www.ilascotland.org.uk**.

For further information:

If you have any questions with regard to any of the classes or workshops, or if you wish to book, or to discuss eligibility for ILA funding or concessions, please contact Janice or Jessie on **01397 874874**.

Disclaimer.

From time to time, courses may be cancelled and/or venues changed.

Prior notification will be given, and refunds provided when appropriate.

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BUSINESS WORKSHOPS

BASIC BOOK-KEEPING

I.L.A. APPROVED

DURATION: One Day

OBJECTIVE:

Are your accounts written on the back of an envelope? Does your accountant spend hours sorting through a box of receipts every year? If so, read on, this course is for you. Well-kept books will provide the information to enable you to make financial decisions, take advantage of trading opportunities, plan ahead with confidence and help you produce periodic and annual accounts, thus reducing your accountant's fees.

CONTENT:

- Understand the need to keep financial records
- Know how, in a small business, financial records should be kept
- Be aware of the legal requirements for maintaining records
- Be able to record financial transactions
- Understand VAT & VAT returns
- Produce essential management reports

DATE & VENUE: Thursday 24th November 2011, Fort William
Thursday 26th April 2012, Fort William

TIME: 9.00am–5.00pm

COST: £100 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

DRY STANE DYKING

I.L.A. APPROVED

DURATION: Weekend

OBJECTIVE:

Grasping the basic techniques of dry stane dyking.

CONTENT:

Harness the traditional craft of dry stane walling to provide a distinct, environmentally sound creation, guaranteed to outlast all other boundary solutions.

DATE & VENUE: Saturday 12th - Sunday 13th November 2011, Fort William
Saturday 24th - Sunday 25th March 2012, Fort William

TIME: 9.00am–4.30pm

COST: £100 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

FIRST AID – 1 DAY

I.L.A. APPROVED

DURATION: One day**OBJECTIVE:**

The Health and Safety (First Aid) regulations 1981, place a responsibility on all employers to provide adequate and appropriate first aid provision for their employees, to learn the first aid principles and gain a certificate in First Aid. Valid for 2 years.

CONTENT:

- Appointed Persons
- Resuscitation
- Control of Bleeding
- Treatment of the unconscious casualty
- Communications and contents of First Aid boxes
- Heart disorders and epilepsy
- Shock
- Burns and scalds
- Infection Control procedures
- Scene and casualty safety

DATE & VENUE: Friday 30th September 2011, Fort William
 Friday 28th October 2011, Fort William
 Friday 25th November 2011, Fort William
 Friday 9th December 2011, Fort William
 2012 Courses, dates TBA

TIME: 9.30am-4.30pm**COST:** £80.00 plus VAT**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874**FIRST AID – 2 DAY**

I.L.A. APPROVED

DURATION: Two days**OBJECTIVE:**

This two day requalification course is designed to refresh the first aiders knowledge and skills along with obtaining any recent updates in first aid procedures. A current first aid certificate must be held by the individual. This course may be attended up to three months before the certificate expiry date but must be completed within 28 days of the certificate expiry date.

CONTENT:

Primary Care, Secondary Care - Injury, Secondary Care - Illness

DATE & VENUE: Thursday 27th - Friday 28th October 2011, Fort William
 Thursday 8th - Friday 9th March 2012, Fort William

TIME: 9.00am-5.00pm**COST:** £160.00 plus VAT**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874

HACCP's FOR CATERERS - COOKSAFE

I.L.A. APPROVED

DURATION: One day

OBJECTIVE:

All food businesses are required to operate a documented food safety management system based on HACCP principles. Training in HACCP is also a requirement for those involved in its operation and management. CookSafe is a system adopted by the Food Standards Agency that assists hospitality and catering businesses to understand and implement a practicable HACCP-based system. This course provides the basic knowledge and understanding required, and includes guidance on implementation. No prior qualifications are needed. Follow-up advice and help with CookSafe is available.

CONTENT:

What is meant by hazard analysis, HACCP and the legal background; the principles of HACCP; how the CookSafe system can be used in catering and hospitality to control potential food hazards; use of the CookSafe manual, record keeping and house rules. Successful candidates achieve a nationally-recognised REHIS certificate.

DATE & VENUE: Friday 18th November 2011, Fort William

Friday 11th May 2012, Fort William

TIME: 9.00am-5.00pm

COST: £80 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

HSE FIRST AID AT WORK – 3 DAYS

I.L.A. APPROVED

DURATION: Three consecutive days

OBJECTIVE:

It is a legal requirement to have trained First Aiders in the workplace. This course provides the candidates with the skills to recognise symptoms and learn how to apply the appropriate first aid, how to communicate essential information to the emergency services and maintain medical records of accidents in the work place. This course deals with injuries encountered in the working environment. Certificate: Valid for 3 years.

CONTENT:

- Principles of First Aid
- Scene Management and Casualty Assessment
- Basic life support - A,B,C's and Unconsciousness
- Wounds and Bleeding
- Shock
- Heart Problems, Common Medical Emergencies, Choking
- Fractures, Head and Spinal Injuries
- Poisons, Eye Injuries
- Effects of heat and cold, Burns, Hypothermia, Hyperthermia
- Personal Hygiene, Communicable Diseases
- Lifting and handling casualties followed by various scenarios
- Communication in an emergency
- First Aid kits, HSE Regulations
- Infection control procedures
- Moving and Handling

DATE & VENUE: Wednesday 5th – Friday 7th October 2011, Fort William
Wednesday 14th – Friday 16th December 2011, Fort William
Wednesday 22nd – Friday 24th February 2012, Fort William
Wednesday 18th – Friday 20th April 2012, Fort William
Wednesday 30th May – Friday 1st June 2012, Fort William

TIME: 9.00am-5.00pm

COST: £225 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

H&S RISK ASSESSMENT

I.L.A. APPROVED

DURATION: One day**OBJECTIVE:**

An introduction to Health and Safety / Risk Assessment.

CONTENT:

Covers H&S Work Act and relevant regulations.

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risk and decide on precaution
- Record your findings and implement them

DATE & VENUE: Friday 11th November 2011, Fort William
Friday 4th May 2012, Fort William**TIME:** 9.00am-4.00pm**COST:** £100.00 plus VAT**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874**SAGE**

I.L.A. APPROVED

DURATION: One day**OBJECTIVE:**

This course gives an introduction to the world of SAGE book-keeping. You should possess basic computer skills, including an ability to work within the Windows environment (an understanding of basic book-keeping is an advantage). You will be given an opportunity to apply some of the knowledge you gain to your own particular circumstances.

CONTENT:

As a result of the course, you will;

- Understand the Navigation & Customising of Sage Accounts
- Be able to Customise Sage to suite your business (Financial Year, Chart of Accounts, VAT method, Department Analysis etc.)
- Create Sales, Purchase & Nominal Ledgers
- Process Supplier & Customer Transactions
- Process Nominal & Journal Transactions
- Process Bank transactions & Bank Reconciliation
- Understand Housekeeping & error corrections and the implications

DATE & VENUE: Basic - Friday 28th October 2011, Fort William
Follow on - Friday 25th November 2011, Fort William
Basic - Friday 23rd March 2012, Fort William
Follow on - Friday 27th April 2012, Fort William**TIME:** 9.00am-5.00pm**COST:** £100 plus VAT per day**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874

TRAIN THE TRAINERS

I.L.A. APPROVED

DURATION: One day

OBJECTIVE:

To provide delegates with a better understanding of training techniques that really work and therefore be more able to transfer their knowledge in a confident and relaxed way.

CONTENT:

- The role of the trainer
- Considering different learning styles
- Preparing a training programme
- Ice breakers and energisers
- Handling group sessions
- The five laws of learning
- Handling difficult situations
- Using visual aids & technology
- Getting feedback and evaluating the sessions
- Personal action points

DATE & VENUE: Friday 16th March 2012, Fort William

TIME: 9.00am–5.00pm

COST: £100 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

VQ IN MANAGEMENT

I.L.A. APPROVED

DURATION: Flexible but usually completed within one year

OBJECTIVE:

To enable practising managers to achieve a Vocational Qualification in Management. Achievement of the VQ combines work experience evidence, demonstration of the individual's skills, and knowledge and understanding of the job being undertaken.

CONTENT:

The VQ in Management covers 4 generic areas

- Managing Activities
- Managing Resources
- Managing People
- Managing Information

DATE & VENUE: Continuous

CONTACT: Please contact 01397 874874 for details

EVENING CLASSES

ADOBE PHOTOSHOP

I.L.A. APPROVED

DURATION: One evening per week for 8 weeks

Easily create extraordinary photos, share your memories in Online Albums, and automatically organise and protect your photos. You will learn some of the magic of photo editing from a total beginners level.

DATE & VENUE: Beginners - Monday 24th October 2011, Fort William
Follow on - Monday 6th February 2012, Fort William
Beginners - Monday 23rd April 2012, Fort William

TIME & COST: 7:00pm-9:00pm / £100

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

AUTOCAD

I.L.A. APPROVED

DURATION: One evening per week for 8 weeks

An introduction to AutoCAD – a 2D & 3D design and drafting platform that automates design tasks. Learn how to use AutoCAD to create, view, manage, plot, share and reuse accurate information-rich drawings.

DATE & VENUE: TBA, Fort William

TIME & COST: 6.30pm-9:00pm / £100

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

BIKE MAINTENANCE

DURATION: 2 x ½ day

Learn the basics of how to look after your bike to ensure safe, hassle free cycling! Please feel free to bring your own bike. 1st week basics then more advanced the following week.

DATE & VENUE: Saturday 29th October 2011, Fort William
& Saturday 5th November 2011, Fort William
Saturday 17th March 2012, Fort William
& Saturday 24th March 2012, Fort William

TIME & COST: 9.30am-1.30pm / £50 for both days

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

COMPUTING

DURATION: One evening per week for 8 weeks

A complete beginner's guide to computing. Identifying the components and use of a variety of common programs such as Word and Excel. Input, edit, save and print data from existing computer files using different programs. Identify equipment used in a computer system and demonstrate good working practices.

DATE & VENUE: Beginners - Tuesday 25th October 2011, Fort William
Follow on - Tuesday 7th February 2012, Fort William
Beginners - Tuesday 24th April 2012, Fort William

TIME & COST: 7.00pm-9.00pm / £80

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

CREATIVE CARD MAKING**DURATION:** One evening per week for 8 weeks

Each week we'll explore different techniques within the card making form, developing skills in: combining colour, texture, images and text to create meaningful and beautiful cards.

- Layering
- Rubber stamping
- Wet and dry embossing
- Parchment craft
- Calligraphy
- Gold leafing

DATE & VENUE: Tuesday 25th October 2011, Fort William
Tuesday 7th February 2012, Fort William**TIME:** 7.00pm-9.00pm**COST:** £85**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874**DAY SKIPPER SHORE BASED COURSE**

I.L.A. APPROVED

DURATION: Over 3 weekends (Saturday and Sunday)

Beginners and crew who would like to become actively involved in navigation. The course is aimed at Skippers who have enough knowledge to navigate around familiar waters by day. Candidates should be confident at working out simple mathematical problems. The course fee includes a RYA course pack consisting of practice charts, workbooks and an excellent manual. You will also be lent a set of Practice Navigation Tables. You will be required to provide you own set of navigation instruments - plotter, compasses etc.

DATE & VENUE: Saturday 12th / Sunday 13th November 2011, Fort William
Saturday 19th / Sunday 20th November 2011, Fort William
Saturday 26th / Sunday 27th November 2011, Fort William**TIME:** 9.00am-5.00pm**COST:** £250 plus VAT**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874**DIGITAL PHOTOGRAPHY/DSLR**

I.L.A. APPROVED

DURATION: One evening per week for 8 weeks

Concentrating on colour images, these courses will include camera handling, composition and exposure.

DATE & VENUE: DSLR - Monday 24th October 2011, Fort William
Beginners - Monday 6th February 2012, Fort William
DSLR - Monday 23rd April 2012, Fort William**TIME:** 7.00pm-9.00pm**COST:** £80**CONTACT:** E-Mail bookings@lbds.co.uk Telephone: 01397 874874

FRENCH

DURATION: One evening per week for 8 weeks

A conversational class which focuses on the spoken language and aims to equip students with the skills needed for everyday situations in a French speaking environment. Students will acquire a good basic vocabulary and will learn the elements of French grammar.

DATE & VENUE: Beginners - Tuesday 25th October 2011, Fort William
Follow on - Tuesday 7th February 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £80

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

FRENCH - GRAMMAR

DURATION: One evening per week for 8 weeks

A chance to improve your French reading and writing skills through various forms of media, grammar and vocabulary. Aimed at Int+ level.

DATE & VENUE: Tuesday 24th April 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £80

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

GAELIC - ULPAN

I.L.A. APPROVED

DURATION: One evening per week for 18 weeks

Ulpán is an intensive structured course to teach Gaelic to adults. Teaching is not based on grammatical structures but on sound and the system is designed to bring learners to fluency. The primary emphasis is based upon aural/oral proficiency and developing authentic spoken language.

DATE & VENUE: TBA, Fort William, other locations

TIME: 2 hours

COST: £120

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

GENEALOGY (COMPUTER BASED)

DURATION: One evening per week for 4 weeks

Have you ever wanted to know more about your ancestors? This class will look at the resources available on the internet to conduct research on family history.

DATE & VENUE: Wednesday 26th October 2011, Fort William
Wednesday 8th February 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £50

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

INTERIOR DESIGN

DURATION: One evening per week for 8 weeks

A practical introduction to Interior Design for the home. Looking at various design styles, working with colour, shape and texture as well as exploring some fun budget or bust options. Along the way, acquiring the basic skills of surveying a room and taking measurements, then preparing a furniture layout, collecting up ideas and samples to put together a final mood board.

DATE & VENUE: Monday 24th October 2011, Fort William
Monday 6th February 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £80

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

JEWELLERY MAKING

DURATION: One evening per week for 6 weeks

Over the course of 6 evening classes you will be guided through a design process, where to start, how to make an idea a reality and much more.

DATE & VENUE: Wednesday 26th October 2011, Fort William
Wednesday 8th February 2012, Fort William
Wednesday 25th April 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £80

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

SPANISH

DURATION: One evening per week for 8 weeks

A conversational class which focuses on the spoken language and aims to provide students with the skills needed for everyday situations in a Spanish-speaking environment. This course also includes elements of Spanish grammar.

DATE & VENUE: Beginners - Tuesday 25th October 2011, Fort William
Follow on - Tuesday 7th February 2012, Fort William
Beginners - Tuesday 24th April 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £80

CONTACT: E-Mail bookings@lbs.co.uk Telephone: 01397 874874

WATERCOLOUR PAINTING

DURATION: One evening per week for 8 weeks

An introduction to this wonderful medium. This will be a structured course and week by week we will be exploring the basic skills and equipment needed to paint your own "works of art".

The course is designed to build up your confidence and to cover all aspects of water colour to help you understand the materials and techniques used to develop your own style of painting; Putting into practice colour mixing, brushes, brush care and papers. Exploring different techniques such as: Dry brushing, simple washes and splattering, etc; which can be used for great effect to capture sea, skys, branches, trees and foliage, etc.

DATE & VENUE: Monday 24th October 2011, Fort William
Wednesday 26th October 2011, Fort William
Monday 6th February 2012, Fort William
Monday 23th April 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £85

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

WEBSITE DESIGN

I.L.A. APPROVED

DURATION: One evening per week for 8 weeks

An introduction to web design principles for total beginners. The course will cover the following subjects:

- Planning your site from the ground up
- Creating a Site Map
- Building a Website

DATE & VENUE: Tuesday 25th October 2011, Fort William
Tuesday 7th February 2012, Fort William

TIME: 7.00pm-9.00pm

COST: £100

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

YACHT MASTER

I.L.A. APPROVED

DURATION: Over 3 weekends (Saturday and Sunday)

A course for more experienced Skippers which takes them up to the theory knowledge for Coastal Skipper & Yacht master practical examinations.

DATE & VENUE: Saturday 14th / Sunday 15th January 2012
Saturday 21st / Sunday 22nd January 2012
Saturday 28th / Sunday 29th January 2012, Fort William

TIME: 9.00am-5.00pm

COST: £250 plus VAT

CONTACT: E-Mail bookings@lbds.co.uk Telephone: 01397 874874

Get up to £200 towards learning something new if you earn £22,000 or less

If you are 16 or over, living in Scotland and your income is £22,000 a year or less, or if you are on benefits, you can get up to £200 a year towards a wide range of courses from learning providers throughout Scotland.

There are plenty of courses to choose from - so whether you want to learn something completely new, or brush up your skills to help you get on at work - why not get in touch with us and we'll help find the right course for you?

And the money is not a loan - so you don't have to pay any of it back.

What ILA Scotland can mean to you

- You can get up to £200 towards learning something new
- Choose from courses in a wide range of subjects
- It could be the first step to a better salary or doing something you really enjoy
- We help you find a way to learn that suits you best

For an application pack and to find out more call free on **0808 100 1090** or go online at **www.ilascotland.org.uk**



EVENING CLASS & WORKSHOP PROGRAMME 2011 / 2012 AT A GLANCE

BUSINESS WORKSHOPS

Basic Book-keeping

Dry Stone Dyking

First Aid - 1 Day

First Aid - 2 Day

First Aid - 3 Day

HACCP's for Caterers - Cooksafe

H&S / Risk Assessment

Sage (Basic and Follow on)

Train the Trainers

VQs in Management

EVENING CLASSES

Adobe Photoshop
(Beginners & Follow on)

AutoCad

Bike Maintenance

Computing
(Beginners & Follow on)

Creative Card Making

Day Skipper

Digital Photography
(Beginners & DSLR)

French
(Beginners & Follow on)

French (Grammar)

Gaelic Ulpan

Genealogy

Interior Design

Jewellery Making

Spanish
(Beginners & Follow on)

Watercolour Painting

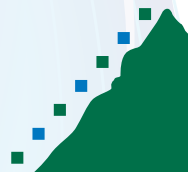
Website Design

Yacht Master

For Booking details contact:

Jessie or Janice on 01397 874874 or email bookings@lbds.co.uk

**West Highland College UHI
Carmichael Way
Fort William
PH33 6FF**



*Lochaber
Business
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Services*