

PART-TIME SHORT COURSES FOR ADULTS

On Campus and in Community Venues
Swansea, Neath Port Talbot and Carmarthenshire

SEPTEMBER 2018 - JULY 2019



These courses can lead to part-time
Higher Education Certificate, Diploma and Degree Programmes



DAY, EVENING
AND SATURDAY



FINANCIAL SUPPORT
AVAILABLE



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STUDENT DATA PROTECTION AND PRIVACY STATEMENT

The Student Data Protection and Privacy Statement (accessed via the link below) explains how the University handles and uses your personal information during your time as a student and after you graduate. The University is committed to protecting your information and being transparent about what information it holds. The University has a range of data protection policies and procedures in place which can be found here: www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionpolicy. All information provided to DACE will be treated in accordance with the General Data Protection Regulation.

DISCLAIMER

The University makes every reasonable effort to ensure that the information provided in prospectuses, brochures and online is both helpful and accurate as at the date of publication. However, some changes, for example to programmes, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons. We will endeavour at all times to keep any changes to a minimum and to keep prospective students informed appropriately.

If you would like this brochure in an alternative format, please contact us.





WELCOME TO THE DEPARTMENT OF ADULT CONTINUING EDUCATION (DACE)

DACE offers a wide range of courses with start dates throughout the year. All are part-time and most are open to prospective students without prior qualification. Courses are held in the day and evening so if you want to work towards a qualification or learn more about a subject you are interested in, there is plenty to choose from.

We do not wish fees to be a barrier and with the support of the Higher Education Funding Council for Wales (HEFCW), we are able to offer financial assistance schemes for eligible students that will help fund your studies. DACE bursaries are available for eligible students.

DACE also provides a free and impartial advice and educational guidance service to help you make the right choices of study and provides support and advice in relation to employment opportunities. Study skills support is also available.

If you have not studied with DACE before then now is a good time to join the many people who learn with us every year.

HOW TO APPLY FOR A PLACE ON A COURSE

- Check your fee category and eligibility for fee waiver or hardship bursary – details are on page 5. If you are unsure of your fee category or your eligibility for financial assistance, please contact us.
- Complete the application form on page 21.
- If you are eligible for a fee waiver, complete the form on page 23.
- If you want to apply for a DACE hardship bursary, please contact us.
- Return your application form, fee waiver application form and supporting documentation to us.
- If you are of non UK/EEA nationality, please also include a copy of your Passport and Visa and ID card (if available).
- Students must be 18 or over before the start of the course.

What happens next?

On receipt of your application form and (if you are eligible) your fee waiver form and supporting documentation, we will contact you to confirm a place on your course(s) of choice. From August 2018, all students will also be required to enrol and pay for your course(s) before attending the first session. Further details of this process will be sent with confirmation of your place.

Can I attend a course if I have not applied for a place before it starts?

All students should apply, enrol and pay for a place on a course before it starts, but if you are unable to do so, please contact us and we will let you know if it is possible for you to attend. For students with additional support needs it might not be possible to arrange these at short notice and you might have to defer your place.

Can I repeat a course?

If you want to repeat a course and/or are unsure if you have studied the course before, please contact DACE before the course start date to check if it is acceptable. If you are accepted to repeat a course for which you have already received credits, or where you have attended over 50% but not achieved the credits, you will be required to pay the full fee; no concessions or financial assistance will be granted. Students are not eligible for fee waiver funding to repeat a course.

How are the courses assessed?

All Higher Education Accredited courses require students to submit written work. Work is normally expected to be word-processed and the methods of assessment are designed to test your understanding of the work covered by the syllabus. They take into account the nature of the particular course and can range from continuous assessment methods, such as presentations, compiling portfolios, learning journals, to essays.

Do I need any qualifications to study with DACE?

You do not normally need any formal qualifications to study with DACE, but where there are requirements, these will be clearly indicated.

What are the English language requirements?

All applicants are expected to have a good standard of written and spoken English. These may be demonstrated by a variety of qualifications and must meet the University's minimum English Language requirements before the start of the course. For non-UK students or students where English is not their first language, the requirements are a minimum of IELTS 4.0 at Level 3 and IELTS 6.0 for Level 4.

COURSE FEES AND FINANCIAL ASSISTANCE

Details of fees are with the course information and what you pay depends on your circumstances. You may be entitled to financial assistance towards the cost if you are a UK, EU, EEA national or refugee. See information on Financial Assistance below.

Course Fees

Concessionary Fee (c) £40.00 per 10 credits / £80.00 per 20 credits is paid by:

- Individuals working less than 16 hours per week (including self-employed).
- All retired individuals.
- Anyone who is unwaged or unemployed.

Full Fee (f) £200.00 per 10 credits / £400.00 per 20 credits is paid by:

- Individuals who work 16 hours per week or more (including self-employed).
- Individuals repeating an accredited course who have achieved credits within the last five years and/or attended 50% or more of the class.

If you are an Asylum Seeker or International student who does not permanently live in the UK or an EU/EEA country your Tuition Fees will be £1141.00 per 10 credits. For more information for non-UK students, visit swansea.ac.uk/international-campuslife

If fees are not paid, the University will take steps to recover the outstanding amount, which may lead to debt recovery action. If you choose to withdraw, you will still be liable for the costs. Non-payment of course fees will prevent you attending future courses until the debt is cleared.

FINANCIAL ASSISTANCE AVAILABLE TO HELP PAY COURSE FEES

Funding is available to help pay for your studies and brief details are given below. Full terms and conditions are on our website swansea.ac.uk/dace. Contact us to check your eligibility, request an application form or you can download a copy from our website.

Fee Waiver

You must be new to Higher Education (HE), do not have qualifications equal to or higher than a HNC/HND or other undergraduate credit-bearing HE award (unless you are upgrading your qualification) and meet at least one of the conditions below:

- Your family is in receipt of Universal Credit or Income Support or income based Jobseekers Allowance or Housing Benefit or Pension Credit or Council Tax Reduction or Working Tax Credits.
- You are in receipt of Employment and Support Allowance or Personal Independent Payment or Severe Disablement Allowance or Disability Living Allowance or Attendance Allowance or Incapacity Benefit or Carer's Allowance.
- You are a registered job seeker, and have been so for a continuous period of no less than six weeks prior to the date of application for fee waiver.
- Your sole family income is through Department for Work and Pensions benefits.

Should your circumstances change and you are no longer entitled to a fee waiver, you should advise DACE whereupon the remaining proportion of the tuition fee may be payable. Students should be Welsh domiciled. Funding for this scheme is not indefinite and could be withdrawn prior to students achieving a qualification. The conditions of this scheme are subject to change without notice. If you would like to apply, please complete the application form on page 21 or download a copy from our website and return it with your application form and supporting documentation.

DACE Hardship Bursary

This is available to those who are required to pay full fees (f) and not eligible for any other financial support. It covers up to 50% of the course fee and is a maximum of £200.00 per student, per academic year. Contact us for an application form. Bursaries are granted at the discretion of the Department.

COURSE CANCELLATIONS, STUDENT WITHDRAWALS AND REFUNDS

Each course requires sufficient (usually ten) students for it to be viable to run. If there are insufficient applications for the course of your choice, it might have to be cancelled. If this happens, we will contact you to discuss whether you want to arrange a refund or transfer to another course.

Student withdrawals

If you have started a course and wish to withdraw, transfer to another course or request a refund, contact us as soon as possible to let us know. If you withdraw from your course early your tuition fee costs may be adjusted pro-rata based on your last date of attendance. If you attend...

- the first two weeks or less, you will receive a full refund
- more than the first two weeks but less than 50%, you will receive 50% refund
- 50% or more of the course, you are not eligible for a refund, the full fee amount will be payable.

Payment of Refunds

Once it is established that a refund is payable the ensuing payment must be refunded to the original payer using the same method of payment as the original remittance as required by the UK Anti Money Laundering Legislation. DACE will refund payments for classes that have to be cancelled.

STUDENT SUPPORT – HELP IS AVAILABLE

Academic study

If you require additional help with assignment preparation and essay writing, access the STAR Handbook available on the DACE website swansea.ac.uk/dace/studentssupport for lots of useful information and study tips to achieve success.

Advice and guidance

DACE offers free, confidential and impartial guidance to prospective and current students. Our guidance team are available to talk you through your ideas and options throughout the year and can help with choosing a course, how to find it, employment and career opportunities, job search, CV, application forms and interviews.

To book an appointment for a face-to-face meeting, please telephone 01792 602211. You can also email any questions to Jane Lingard at j.lingard@swansea.ac.uk

Library and Information Services

As a DACE student, your first contact for library and information support is the South Wales Miners' Library (SWML), located on the Hendrefoelan Campus. The library provides support for all students enrolled on DACE courses whatever you are studying or wherever you are being taught. DACE students with a valid student library card can also use the Library and Information Centre on the University's Singleton and Bay campus.

Support for students with disabilities, medical conditions or specific learning difficulties

If you have a disability, medical condition or specific learning difficulty, let us know on your application form and we can send you a specific needs questionnaire or you can download a copy on-line swansea.ac.uk/dace. Return this to DACE or direct to the Disability Office who will discuss with you what support is available to ensure you have the same opportunities as everyone else. Information can be found on their website at swansea.ac.uk/disability-office. Please note that students on non-Degree, Diploma or Certificate of Higher Education programmes are unlikely to receive Disabled Students Allowance funding.

Swansea University Wellbeing Service

The Wellbeing Service offers free, confidential service to those who find that they are unable to study effectively or enjoy their life at University. They support students experiencing distress arising from psychological, emotional or mental health issues. For more information visit their website swan.ac.uk/wellbeing

For details of forthcoming information events and taster days on campus and in the community as well as other news and information check our website swansea.ac.uk/dace

DON'T FORGET TO LIKE US ON FACEBOOK

 facebook.com/dace.swansea

AND FOLLOW US ON TWITTER

 twitter.com/DACESwanseaUni

HIGHER EDUCATION ACCREDITED COURSES

Formally assessed, Higher Education credit bearing courses. Students are required to submit written assessment for these courses in order to gain credits. Credits are nationally recognised qualifications that can be used towards HE qualifications such as Certificate, Diploma or Degree.



COUNSELLING SKILLS AND PROFESSIONAL DEVELOPMENT

If you are interested in studying for a HE Certificate in Counselling Skills or Higher Education Diploma and Level 5 in Psychotherapeutic Counselling, please contact us.

The courses are offered as professional development courses and not intended as self-help courses.

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
DAF001	Introduction to Counselling	Wednesday 03/10/18	10	18:00	20:00	Swansea University, Singleton Campus	Jayne Judd	£40 (c) £200 (f)
DAF001	Introduction to Counselling	Thursday 04/10/18	10	10:00	12:00	Hazel Court	Christopher Reed	£40 (c) £200 (f)
DAF001	Introduction to Counselling	Friday 05/10/18	10	10:00	12:00	Pontyberem Memorial Hall	Ann Bennett	£40 (c) £200 (f)
DAF001	Introduction to Counselling	Saturday 06/10/18	10	10:00	12:00	Swansea University, Singleton Campus	Filiz Celik	£40 (c) £200 (f)
DAF1026	Introduction to Cognitive Behavioural Therapy Part 1	Monday 08/10/18	8	18:00	20:30	Swansea University, Singleton Campus	Joanna Ferguson	£40 (c) £200 (f)
DAF139	Counselling in Context: Identity and identities	Wednesday 09/01/19	10	18:00	20:00	Swansea University, Singleton Campus	Jayne Judd	£40 (c) £200 (f)
DAF139	Counselling in Context: Identity and identities	Thursday 10/01/19	10	10:00	12:00	Hazel Court	Christopher Reed	£40 (c) £200 (f)
DAF139	Counselling in Context: Identity and identities	Friday 11/01/19	10	10:00	12:00	Pontyberem Memorial Hall	Ann Bennett	£40 (c) £200 (f)
DAF1049	Working with Trauma	Saturday 12/01/19	10	10:00	12:00	Swansea University, Singleton Campus	Filiz Celik	£40 (c) £200 (f)
DAF1027	Introduction to Cognitive Behavioural Therapy Part 2	Monday 14/01/2019	8	18:00	20:30	Swansea University, Singleton Campus	Joanna Ferguson	£40 (c) £200 (f)
DAF1026	Introduction to Cognitive Behavioural Therapy Part 1	Monday 29/04/2019	8	18:00	20:30	Swansea University, Singleton Campus	Joanna Ferguson	£40 (c) £200 (f)

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
DAF165	Dealing with Loss and Bereavement	Tuesday 30/04/2019	8	10:00	12:30	South Wales Miners' Library	Janet Reeves	£40 (c) £200 (f)
DAF1050	Solution-Focused Therapy	Tuesday 30/04/2019	10	13:30	15:30	South Wales Miners' Library	Christopher Reed	£40 (c) £200 (f)
DAF0121	Introduction to Mindfulness-Based Therapy	Tuesday 30/04/2019	8	18:00	20:30	Swansea University, Singleton Campus	Christopher Reed	£40 (c) £200 (f)
DAF137	Counselling in Context	Wednesday 01/05/2019	10	18:00	20:00	Swansea University, Singleton Campus	Jayne Judd	£40 (c) £200 (f)
DAF137	Counselling in Context	Thursday 02/05/2019	10	10:00	12:00	Hazel Court	Christopher Reed	£40 (c) £200 (f)
DAF001	Introduction to Counselling	Thursday 2/05/2019	8	10:00	12:30	South Wales Miners' Library	Julia Cutmore	£40 (c) £200 (f)
DAF137	Counselling in Context	Friday 03/05/2019	10	10:00	12:00	Pontyberem Memorial Hall	Ann Bennett	£40 (c) £200 (f)

COURSE DESCRIPTIONS

- **Counselling in Context – DAF137, 10 credits level 4.** This course explores a number of counselling theories and practice of counselling with the context of contemporary society and cultural change.
- **Counselling in Context: Identity and Identities – DAF139, 10 credits level 4.** This is designed to enable students who have completed an introductory course at Level 3 to expand their knowledge. Issues relating to a wide range of diversities including race, gender, social class, and sexual orientation are studied, and the impact of these on a person's identity and sense of self.
- **Dealing with Loss and Bereavement – DAF165, 10 credits level 4.** The course explores how attachment theory (Bowlby, 1977) informs our understanding of the processes involved in grief, mourning and bereavement.
- **Introduction to Cognitive Behavioural Therapy Part 1 – DAF1026, 10 credits level 4.** This course gives an introduction to the history and the current theory and practice of Cognitive Behavioural Therapy (CBT). Core skills will be taught and practiced on the course.
- **Introduction to Cognitive Behavioural Therapy Part 2 – DAF102, 10 credits level 4.** This course follows on from 'Introduction to CBT part 1 - DAF1026'. It expands on the theoretical basis from part 1. It focuses on the main techniques and skills of CBT. It considers how to apply them to help clients presenting with depression or anxiety.
- **Introduction to Counselling – DAF001, 10 credits level 3.** This course aims to raise awareness and understanding of the basic concepts of Person Centered Counselling; we will explore issues relating to society and cultural aspects of loss and bereavement and develop an overview of practical counselling skills derived from Egan's skilled helper model.
- **Introduction to Mindfulness-Based Therapy – DAF0121, 10 credits level 3.** This course introduces learners to the ethical principles which underpin mindfulness in a therapeutic relationship. Sessions will primarily be practical in nature, however they will also refer to the growing literature on mindfulness in the therapeutic encounter. Learners will reflect on how mindfulness might be integrated into their own therapeutic approach.
- **Solution-Focussed Therapy – DAF1050, 10 credits level 4.** This course introduces the concepts of Solution Focused Therapy (SFT) and considers how therapy clients can be helped to explore their current resources and future hopes in order to develop problem solutions.
- **Working with Trauma – DAF1049, 10 credits level 4.** This course aims to raise awareness of the impact of trauma on individuals. It will explore some of the causes of trauma, the skills and qualities needed in this area of work, and also considers ways in which a safe environment can be provided for clients. It will cover topics such as Post Traumatic Stress Disorder (PTSD), traumatic memories, children, trauma and attachment disorders, loss and trauma, disasters and trauma, multi-generational traumas and finally treatment and prevention of trauma.

VENUE DETAILS

- Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP
- Pontyberem Memorial Hall, Coalbrook Road, Llanelli, SA15 5HU
- South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB
- Swansea University, Singleton Park Campus, Swansea, SA2 8PP



CREATIVE WRITING AND LITERATURE

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
DAD102	An introduction to Creative Writing	Tuesday 25/09/18	10	18:00	20:00	Swansea University, Singleton Campus	Georgia Williams	£40 (c) £200 (f)
DAD1029	Writing Fiction	Wednesday (fortnightly) 26/09/18	10	10:30	12:30	Canolfan Gorseinon Centre	Ceri Thomas	£40 (c) £200 (f)
DAD1029	Writing Fiction	Thursday 27/09/18	10	18:00	20:00	Swansea University, Singleton Campus	Georgia Williams	£40 (c) £200 (f)
DAD102	An Introduction to Creative Writing	Friday 28/09/18	10	11:00	13:00	Canolfan Y Bont	Ceri Thomas	£40 (c) £200 (f)
DAD187	Life Writing	Monday 01/10/18	20	10:00	12:00	One Stop Shop	Andrew Hubbard	£40 (c) £200 (f)
DAD1029	Writing Fiction	Friday 11/01/19	10	11:00	13:00	Canolfan Y Bont	Ceri Thomas	£40 (c) £200 (f)
DAD1029	Writing Fiction	Tuesday 15/01/19	10	18:00	20:00	Swansea University, Singleton Campus	Georgia Williams	£40 (c) £200 (f)
DAD102	An introduction to Creative Writing	Thursday 17/01/19	10	18:00	20:00	Swansea University, Singleton Campus	Georgia Williams	£40 (c) £200 (f)
DAD148	Adaptation	Wednesday (fortnightly) 20/02/19	10	10:30	12:30	Canolfan Gorseinon Centre	Ceri Thomas	£40 (c) £200 (f)

COURSE DESCRIPTION, CREDIT VALUE AND LEVEL

- **Adaptation – DAD148, 10 credits level 4.** This course examines the craft of adaptation and looks at ways of adapting works to the other media. Topics to be explored will include areas such as adapting novels for television and film, poetry for stage and radio, and biographical and historical writing for radio, stage and television.
- **An Introduction to Creative Writing – DAD102, 10 credits level 4.** An introduction to writing poetry and prose in a relaxed and supportive atmosphere.
- **Life Writing – DAD187, 20 credits level 4.** Life stories have become ubiquitous - and there is an ever increasing interest in personal stories. This course looks at theory and practice of life writing in a variety of media and encourages students to reflect upon well-being and personal identity in their own and others' lives.
- **Writing Fiction – DAD1029, 10 credits level 4.** Creation of a work of fiction proceeds from initial idea, through research, to writing and preparing for publication. You will learn about the process to the point of seeking a publishing route.

VENUE DETAILS

- Canolfan Gorseinon Centre, Millers Drive, Gorseinon, Swansea, SA4 4QN
- Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA
- One Stop Shop, 33/35 Singleton Street, Swansea, SA1 3QN
- Swansea University, Singleton Park Campus, Swansea, SA2 8PP



EGYPTOLOGY

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
DAL195	Egyptian Literature I: The Old and Middle Kingdoms	Tuesday 25/09/18	12	18:30	20:30	Swansea University, Singleton Campus	Amr Gaber	£40 (c) £200 (f)
DAL196	Egyptian Literature II: The New Kingdom and Late Period	Tuesday 08/01/19	12	18:30	20:30	Swansea University, Singleton Campus	Amr Gaber	£40 (c) £200 (f)
DAL194	Egyptian Hieroglyphs: Monumental Inscriptions	Tuesday 30/04/19	12	18:30	20:30	Swansea University, Singleton Campus	Amr Gaber	£40 (c) £200 (f)

COURSE DESCRIPTIONS

- **Egyptian Hieroglyphs: Monumental Inscriptions – DAL194, 10 credits level 4.** One of the greatest legacies of the ancient Egyptians is their custom of writing things down in the form of hieroglyphs. These hieroglyphs have captivated and intrigued people from the Greeks through to the present day. This course gives students the chance to translate and read ancient Egyptian texts and common monumental formulas.
- **Egyptian Literature I: The Old and Middle Kingdoms – DAL195, 10 credits level 4.** The Middle Kingdom was regarded as the 'classical' period of Egyptian literature. Most of the famous texts including, tales, autobiographies, instructions, lamentations and monumental inscriptions date from this Period. This course will focus on the principle works of literature from both the Old and Middle Kingdoms.
- **Egyptian Literature II: The New Kingdom and Late Perio – DAL196, 10 credits level 4.** While the Middle Kingdom was regarded as the 'classical' period of Egyptian literature, the New Kingdom was regarded as the 'age of empire'. This is reflected in the literary works of the period which have many militaristic elements. This course will examine the works from the New Kingdom and Late Period including those of a religious and royal nature.

VENUE DETAILS

- Swansea University, Singleton Park Campus, Swansea, SA2 8PP



INFORMATION TECHNOLOGY AND MULTIMEDIA

If you are interested in studying for a HE Certificate or HE Diploma in Digital Media, please contact us.

SWANSEA AREA

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
BONYMAEN COMMUNITY CENTRE, BONYMAEN ROAD, SWANSEA, SA1 7AT							
DAF059	Word and File Management	Wednesday 03/10/18	10	09:45	11:45	Wendy McLoughlin	£40 (c) £200 (f)
DAF019	Desktop Publishing: An Introduction	Wednesday 09/01/19	10	09:45	11:45	Wendy McLoughlin	£40 (c) £200 (f)
DAF012	Presentations Using PowerPoint	Wednesday 27/03/19	10	09:45	11:45	Wendy McLoughlin	£40 (c) £200 (f)
PHOENIX CENTRE, POWYS AVENUE, TOWNHILL, SWANSEA, SA1 6PH							
DAF010	Using the Computer and Managing Files	Friday 05/10/18	10	09:30	11:30	Wendy McLoughlin	£40 (c) £200 (f)
DAF012	Presentations Using PowerPoint	Friday 11/01/19	10	09:30	11:30	Wendy McLoughlin	£40 (c) £200 (f)
DAF019	Desktop Publishing: An Introduction	Friday 29/03/19	10	09:30	11:30	Wendy McLoughlin	£40 (c) £200 (f)
SWANSEA UNIVERSITY, ROOM 020 KEIR HARDIE BUILDING, SINGLETON PARK CAMPUS, SWANSEA, SA2 8PP							
DAF1024	Management of Dynamic Website (using WordPress)	Wednesday 03/10/18	10	18:00	20:00	Alison Llewelyn	£40 (c) £200 (f)
DAF011	Spreadsheets with Excel: An Introduction	Thursday 04/10/18	10	10:00	12:00	Alan Rees	£40 (c) £200 (f)
DAF010	Using the Computer and Managing Files	Thursday 04/10/18	10	12:30	14:30	Alan Rees	£40 (c) £200 (f)
DAF059	Word and File Management (for employability)	Thursday 10/01/19	10	12:30	14:30	Alan Rees	£40 (c) £200 (f)
DAF007	Internet and Email (for employability)	Thursday 28/03/19	10	12:30	14:30	Alan Rees	£40 (c) £200 (f)

CARMARTHENSHIRE AREA

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
BLACK MOUNTAIN CENTRE, CWMGARW ROAD, BRYNAMAN, AMMANFORD, SA18 1BU							
DAF011	Spreadsheets with Excel: An Introduction	Wednesday 03/10/18	10	18:00	20:00	Alan Rees	£40 (c) £200 (f)
DAF010	Using the Computer and Managing Files	Thursday 04/10/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF059	Word and File Management (for employability)	Thursday 06/12/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF086	Introduction to Managing Business Finance	Wednesday 09/01/19	10	18:00	20:00	Alan Rees	£40 (c) £200 (f)
DAF007	Internet and Email (for employability)	Thursday 21/02/19	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF1012	Joomla, The Open Source Web Design Editor	Wednesday 27/03/19	10	18:00	20:00	Alan Rees	£40 (c) £200 (f)
LLANGENNECH COMMUNITY CENTRE, REAR OF HENDRE ROAD (ADJACENT TO THE BRIDGE END INN), LLANEGENNECH, LLANELLI, SA14 8TH							
DAF062	Digital Photography: Photographic Techniques	Friday 05/10/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF038	Photo Editing: An Introduction	Friday 07/12/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF019	Desktop Publishing: An Introduction	Friday 22/02/19	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
PONTYBEREM MEMORIAL HALL, COALBROOK ROAD, LLANELLI, SA15 5HU							
DAF010	Using the Computer and Managing Files	Tuesday 02/10/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF0122	Introduction to Digital Media part 1	Tuesday 02/10/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF059	Word and File Management	Tuesday 04/12/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF0123	Introduction to Digital Media part 2	Tuesday 04/12/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF007	Internet and Email	Tuesday 19/02/19	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF012	Presentations Using PowerPoint	Tuesday 19/02/19	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)

NEATH AREA

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
NSA AFAN DEVELOPMENT CENTRE, BEVIN AVENUE, SANDFIELDS, PORT TALBOT, SA12 6JW							
DAF059	Word and File Management (for employability)	Wednesday 03/10/18	10	13:00	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF007	Internet and Email (for employability)	Thursday 04/10/18	10	13:00	15:00	Wendy McLoughlin	£40 (c) £200 (f)
YMCA NEATH, PEN Y DRE ROAD, LLETY NEDD, NEATH SA11 3HG							
DAF0122	Introduction to Digital Media part 1	Monday 01/10/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF061	Digital Photography: The Camera	Monday 01/10/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF0123	Introduction to Digital Media part 2	Monday 03/12/18	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF062	Digital Photography: Photographic Techniques	Monday 03/12/18	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF012	Presentations Using PowerPoint	Monday 18/02/19	8	09:30	12:00	Wendy McLoughlin	£40 (c) £200 (f)
DAF038	Photo Editing: An Introduction	Monday 18/02/19	8	12:30	15:00	Wendy McLoughlin	£40 (c) £200 (f)

COURSE DESCRIPTIONS

- **Desktop Publishing: An Introduction – DAF019, 10 credits level 3.** Develop skills in design, layout and typography, using desk top publishing software to create in-house flyers, newsletters, business cards, menus and brochures.
- **Digital Photography: The Camera – DAF061, 10 credits level 3.** How to use a digital camera, smart phone or tablet to take photographs effectively and how to manage and transfer images. Also how to share and present the images using a range of software.
- **Digital Photography – The Techniques – DAF062, 10 credits level 3.** This course will show you how to take a better photo using a digital camera tablet or smartphone. How to master photographic and printing techniques.
- **Internet and Email – DAF007, 10 credits level 3.** This course gives practical experience of using electronic mail (e-mail) and searching for and retrieving information from the internet.
- **Introduction to Digital Media part 1 – DAF0122, 10 credits level 3.** The course provides an introduction to basic photo editing where you will learn how to take images from the internet or camera and edit and enhance them using a photo editing programme. The course also includes an introduction to basic video editing where you will plan, edit and create a short video, saving to a range of formats.
- **Introduction to Digital Media part 2 – DAF0123, 10 credits level 3.** The course provides an introduction to basic digital sound editing where you will capture, edit and create audio files using an open source programme, e.g. Audacity. The course also provides an introduction to planning, creating and publishing a basic dynamic website using open source software, i.e. WordPress where you will publish the audio files.
- **Introduction to Managing Business Finance – DAF086, 10 credits level 3.** This course aims to provide students with introductory knowledge of the environments in which organisations operate and the financial systems and decision making underpinning business management. It provides a brief insight into areas individuals in organisations need to appreciate, although they may not always be involved in.
- **Joomla, The Open Source Web Design Editor – DAF1012, 10 credits level 4.** This course will get you launched in Joomla, the powerful Open Source Web Design Editor that lets you build a high quality website without you having to input all the complicated coding.

- **Management of Dynamic Website (using WordPress) – DAF1024, 10 credits level 4.** Creating and managing an open source website.
- **Photo Editing: An Introduction – DAF038, 10 credits level 3.** Learn to import images from a variety of sources. Improve the image in a photo-editing programme and save in the appropriate format for online or printed use.
- **Presentations Using PowerPoint – DAF012, 10 credits level 3.** This course gives practical experience of creating and editing Powerpoint presentations and using graphics, video and sound.
- **Spreadsheets with Excel: An introduction – DAF011, 10 credits level 3.** This course gives practical experience of using spread sheets efficiently. The student will enter data using a range of formulae and functions, format the data for clarification, validate and select the relevant data to produce illustrative charts.
- **Using the Computer and Managing Files – DAF010, 10 credits level 3.** Become competent at using the computer and managing files.
- **Word and File Management – DAF059, 10 credits level 3.** This course is for those who want to produce accurate professional documents. It will also introduce you to the basics of the file management system, so that you can store your documents logically and find them again when needed.



LANGUAGES

Our language courses meet the Common European Framework of Reference for Languages (CEFR) which divides learners into six levels. The six reference levels (see course descriptions below) are becoming widely accepted as the European standard for grading an individual’s language proficiency.

Assessing Your Proficiency

If you are in doubt of your level of proficiency, see the course/stage descriptions below or contact us. You can move between levels during the first few weeks to ensure you are in the right class for you. You do not have to attend Stage 1 before Stage 2 and you can start at the level appropriate for you. Similarly, you do not have to attend Part 1 before Part 2 within the same stage.

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
ARABIC								
DAE150	Arabic stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
DAE151	Arabic stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
DAE165	Arabic stage 2 part 1	Wednesday 03/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Amr Gaber	£40 (c) £200 (f)
DAE166	Arabic stage 2 part 2	Wednesday 06/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Amr Gaber	£40 (c) £200 (f)
FRENCH								
DAE110	French stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Sandrine Perkins	£40 (c) £200 (f)
DAE111	French stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Sandrine Perkins	£40 (c) £200 (f)
DAE126	French stage 2 part 1	Friday 28/09/18	10	13:00	15:00	Hazel Court	Sandrine Perkins	£40 (c) £200 (f)
DAE126	French stage 2 part 1	Wednesday 03/10/18	10	18:30	20:30	Swansea University, Singleton Campus	Kath Oakwood	£40 (c) £200 (f)

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
FRENCH (CONT)								
DAE127	French stage 2 part 2	Friday 11/01/19	10	13:00	15:00	Hazel Court	Sandrine Perkins	£40 (c) £200 (f)
DAE127	French stage 2 part 2	Wednesday 06/02/19	10	18:30	20:30	Swansea University, Singleton Campus	Kath Oakwood	£40 (c) £200 (f)
DAE157	French stage 3 part 1	Friday 28/09/18	10	12:30	14:30	South Wales Miners' Library	Kath Oakwood	£40 (c) £200 (f)
DAE158	French stage 3 part 2	Friday 11/01/19	10	12:30	14:30	South Wales Miners' Library	Kath Oakwood	£40 (c) £200 (f)
DAE169	French stage 4 part 1	Wednesday 26/09/18	10	16:00	18:00	South Wales Miners' Library	Sandrine Perkins	£40 (c) £200 (f)
DAE170	French stage 4 part 2	Wednesday 09/01/19	10	16:00	18:00	South Wales Miners' Library	Sandrine Perkins	£40 (c) £200 (f)
DAE177	French stage 5 part 1	Wednesday 26/09/18	10	13:00	15:00	South Wales Miners' Library	Sandrine Perkins	£40 (c) £200 (f)
DAE178	French stage 5 part 2	Wednesday 09/01/19	10	13:00	15:00	South Wales Miners' Library	Sandrine Perkins	£40 (c) £200 (f)
GERMAN								
DAE112	German stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
DAE113	German stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
ITALIAN								
DAE116	Italian stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Giovanna Donzelli	£40 (c) £200 (f)
DAE117	Italian stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Giovanna Donzelli	£40 (c) £200 (f)
DAE128	Italian stage 2 part 1	Monday 24/09/18	10	12:45	14:45	South Wales Miners' Library	Guiseppe Nicasro-Walters	£40 (c) £200 (f)
DAE128	Italian stage 2 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Gabriele Luoni	£40 (c) £200 (f)
DAE129	Italian stage 2 part 2	Monday 21/01/19	10	12:45	14:45	South Wales Miners' Library	Guiseppe Nicasro-Walters	£40 (c) £200 (f)
DAE129	Italian stage 2 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Gabriele Luoni	£40 (c) £200 (f)
DAE159	Italian stage 3 part 1	Wednesday 03/10/18	10	18:00	20:00	Swansea University, Singleton Campus	Gabriele Luoni	£40 (c) £200 (f)
DAE160	Italian stage 3 part 2	Wednesday 06/02/19	10	18:00	20:00	Swansea University, Singleton Campus	Gabriele Luoni	£40 (c) £200 (f)

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
ITALIAN (CONT)								
DAE173	Italian stage 4 part 1	Monday 24/09/18	10	10:00	12:00	South Wales Miners' Library	Guisippina Nicasastro-Walters	£40 (c) £200 (f)
DAE174	Italian stage 4 part 2	Monday 21/01/19	10	10:00	12:00	South Wales Miners' Library	Guisippina Nicasastro-Walters	£40 (c) £200 (f)
DAE186	Italian stage 5 part 2	Wednesday 26/09/18	10	10:00	12:00	South Wales Miners' Library	Guisippina Nicasastro-Walters	£40 (c) £200 (f)
DAE187	Italian stage 6 part 1	Wednesday 23/01/19	10	10:00	12:00	South Wales Miners' Library	Guisippina Nicasastro-Walters	£40 (c) £200 (f)
DAE140	Aspects of Italian Culture and Language	Tuesday 02/10/18	20	18:00	20:00	Swansea University, Singleton Campus	Gabriele Luoni	£80 (c) £400 (f)
JAPANESE								
DAE124	Japanese stage 1 part 1	Monday 01/10/18	10	18:30	20:30	Swansea University, Singleton Campus	Mari Okumura	£40 (c) £200 (f)
DAE125	Japanese stage 1 part 2	Monday 04/02/19	10	18:30	20:30	Swansea University, Singleton Campus	Mari Okumura	£40 (c) £200 (f)
DAE142	Japanese stage 2 part 1	Monday 01/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Mari Okumura	£40 (c) £200 (f)
DAE143	Japanese stage 2 part 2	Monday 04/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Mari Okumura	£40 (c) £200 (f)
MANDARIN								
DAE155	Mandarin stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
DAE156	Mandarin stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	TBC	£40 (c) £200 (f)
PORTUGUESE								
DAE119	Portuguese stage 1 part 2	Thursday 04/10/18	10	11:00	13:00	Swansea University, Singleton Campus	Adriana Beddows	£40 (c) £200 (f)
DAE148	Portuguese stage 2 part 1	Thursday 07/02/19	10	11:00	13:00	Swansea University, Singleton Campus	Adriana Beddows	£40 (c) £200 (f)

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
SPANISH								
DAE122	Spanish stage 1 part 1	Tuesday 02/10/18	10	16:00	18:00	Swansea University, Singleton Campus	Rachel Morgan	£40 (c) £200 (f)
DAE123	Spanish stage 1 part 2	Tuesday 05/02/19	10	16:00	18:00	Swansea University, Singleton Campus	Rachel Morgan	£40 (c) £200 (f)
DAE138	Spanish stage 2 part 1	Tuesday 02/10/18	10	18:00	20:00	Black Mountain Centre	Adriana Beddows	£40 (c) £200 (f)
DAE138	Spanish stage 2 part 1	Friday 05/10/18	10	10:00	12:00	South Wales Miners' Library	Adriana Beddows	£40 (c) £200 (f)
DAE139	Spanish stage 2 part 2	Wednesday 03/10/18	10	13:00	15:00	Swansea University, Singleton Campus	Adriana Beddows	£40 (c) £200 (f)
DAE139	Spanish stage 2 part 2	Thursday 04/10/18	10	16:00	18:00	Swansea University, Bay Campus	Leanne Blackwell-Punter	£40 (c) £200 (f)
DAE139	Spanish stage 2 part 2	Tuesday 08/01/19	10	18:00	20:00	Black Mountain Centre	Adriana Beddows	£40 (c) £200 (f)
DAE139	Spanish stage 2 part 2	Friday 11/01/19	10	10:00	12:00	South Wales Miners' Library	Adriana Beddows	£40 (c) £200 (f)
DAE163	Spanish stage 3 part 1	Wednesday 06/02/19	10	13:00	15:00	Swansea University, Singleton Campus	Adriana Beddows	£40 (c) £200 (f)
DAE176	Spanish stage 4 part 2	Tuesday 02/10/18	10	17:30	19:30	Swansea University, Singleton Campus	Leanne Blackwell-Punter	£40 (c) £200 (f)
DAE191	Spanish stage 6 part 1	Monday 01/10/18	10	10:00	12:00	South Wales Miners' Library	Leanne Blackwell-Punter	£40 (c) £200 (f)
DAE191	Spanish stage 6 part 1	Tuesday 02/10/18	10	13:00	15:00	Linden Christian Centre	Leanne Blackwell-Punter	£40 (c) £200 (f)
DAE152	Aspects of Spanish Culture and Language	Wednesday 03/10/18	20	10:00	12:00	South Wales Miners' Library	Leanne Blackwell-Punter	£80 (c) £400 (f)

COURSE DESCRIPTIONS

- **Aspects of Culture and Language, 20 credits level 4.** The course will provide students with an awareness of the various elements that have contributed to the identity of present-day country; will enable them to improve their knowledge of the language; and will enable them to undertake independent subsequent study of the language and culture.
- **Stage 1, part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce yourself and others and can ask and answer questions about personal details such as where you live, people you know and things you have. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.
- **Stage 2, part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
- **Stage 3, part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise while travelling in an area where the language is spoken. Can produce simple connected text on topics that are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

- **Stage 4 part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
- **Stage 5, part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express ideas fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
- **Stage 6, part 1, 10 credits level 4, part 2, 10 credits level 4.** Understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

VENUE DETAILS

- Black Mountain Centre, Cwmgarw Road, Brynaman, Ammanford, SA18 1BU
- Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP
- Linden Christian Centre, Elmgrove Road, West Cross, Swansea SA3 5LD
- South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB
- Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN
- Swansea University, Singleton Park Campus, Swansea, SA2 8PP



PSYCHOLOGY

COURSE CODE	COURSE NAME	START DATE	WEEKS	START TIME	END TIME	VENUE	TUTOR	COST
DAM004	What is Psychology?	Monday 01/10/18	10	09:30	11:30	NSA Afan Development Centre	Rhian Worth	£40 (c) £200 (f)
DAM014	Criminal Psychology	Tuesday 02/10/18	10	18:00	20:00	Glynneath Training Centre	Carole Butler	£40 (c) £200 (f)
DAM004	What is Psychology?	Wednesday 03/10/18	10	10:00	12:00	Pontyberem Memorial Hall	Rhian Worth	£40 (c) £200 (f)
DAM004	What is Psychology?	Thursday 04/10/18	10	10:00	12:00	Phoenix Centre	Ros Lajevardi	£40 (c) £200 (f)
DAM004	What is Psychology?	Thursday 04/10/18	10	18:00	20:00	Swansea University, Singleton Campus	Kiera Lee	£40 (c) £200 (f)
DAM016	Child Psychology	Monday 07/01/19	10	13:00	15:00	NSA Afan Development Centre	Rhian Worth	£40 (c) £200 (f)
DAM004	What is Psychology?	Tuesday 08/01/19	10	18:00	20:00	Glynneath Training Centre	Carole Butler	£40 (c) £200 (f)
DAM016	Child Psychology	Wednesday 09/01/19	10	10:00	12:00	Pontyberem Memorial Hall	Rhian Worth	£40 (c) £200 (f)
DAM016	Child Psychology	Thursday 10/01/19	10	10:00	12:00	Phoenix Centre	Ros Lajevardi	£40 (c) £200 (f)
DAM014	Criminal Psychology	Thursday 10/01/19	10	18:00	20:00	Swansea University, Singleton Campus	Kiera Lee	£40 (c) £200 (f)

COURSE DESCRIPTIONS

- **Child Psychology - DAM016, 10 credits level 4.** This short course will introduce the student to some aspects of Child Psychology. It will examine early relationships and how they may affect later life. It will also look at the development of: identity and gender, moral reasoning, language and emotion. Cognitive development will also be examined.
- **Criminal Psychology - DAM014, 10 credits level 4.** This short course will introduce the student to some aspects of criminal psychology. It will examine crime, various individual and social causes of crime, and relationship between mental illness and crime. It will also look at the role of psychology in the prediction in and investigation of crime and in a courtroom.
- **What is Psychology? - DAM004, 10 credits level 4.** This course will look at Psychology as a science of mind and behaviour, explaining psychological development in terms of psychological theories.

VENUE DETAILS

- Glynneath Training Centre, Oddfellows Street, Glynneath, SA11 5DB
- NSA Afan Development Centre, Bevin Avenue, Sandfields, Port Talbot, SA12 6JW
- Phoenix Centre, Powys Avenue, Townhill, Swansea, SA1 6PH
- Pontyberem Memorial Hall, Coalbrook Road, Llanelli, SA15 5HU
- Swansea University, Singleton Park Campus, Swansea, SA2 8PP



READING GROUPS, COMMUNITY LECTURES AND OTHER DACE PROGRAMMES

FREE READING GROUPS

DACE has established reading groups in community venues that encourage people to read books relevant to subjects of study offered at DACE. Group members have an opportunity to discuss the books with like-minded people. Everyone is welcome to attend these relaxed and friendly meetings.

If you would like a reading group to be offered in your community please contact the Department.

Reading Groups:

Science, Spirituality and Health Reading Group

Facilitator:

Dr Penny Sartori

Venue:

The South Wales Miners' Library, Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB

Meeting Days:

The last Friday of every month, 1:30pm – 3:30pm

Philosophy Reading Group

Facilitator:

Jenni Jenkins

Venue:

Waterstones Café, 17 Oxford Street, Swansea, SA1 3AG

Meeting Days:

Last Monday of every month, 1:00pm – 3:00pm

FREE COMMUNITY BASED LECTURES

Each year DACE offers a wide range of lectures in community venues. Topics are from a variety of disciplines including history, psychology, English literature and spirituality. See the DACE website for further details of the forthcoming 2018/2019 lecture series.

OTHER DACE PROGRAMMES:

Prepare for Higher Education Programme

The Prepare for Higher Education programme is a flexible programme for students who need to acquire or strengthen their study skills and academic skills.

This is a fully supportive programme underpinned by study skills support and educational guidance and designed to provide students with a supportive environment in which to begin their studies in preparation for the BA Part-time Degree in Humanities.

Part-time Higher Education Certificates and Diplomas in Digital Media and Counselling

Our Digital Media and Counselling Skills programmes are studied over a period of two to four years, where students will be able to achieve either a Higher Education Certificate or Diploma. All Certificate and Diploma students are required to undertake 60 credits per year.

Eligible students are able to apply for a Tuition Fee Loan and a Course Grant to cover course fees and any additional study costs for these HE Certificate and Diploma programmes.

BA Part-time Degree Programme in Humanities

The BA Part-time Degree Programme in Humanities is specifically designed for those who choose to study on a part-time basis because of work, family or other commitments. The flexibility and structure of the programme has enabled them to study and achieve their goals while still continuing with their busy everyday lives.

More information on the above including details of generous financial support packages for Certificate, Diploma and Degree Programmes can be found on our website swansea.ac.uk/dace/courses and Student Finance Wales website studentfinancewales.co.uk

If you would like help choosing a course or applying for a place, please contact us on **01792 602211**

APPLICATION FORM

Please complete in BLOCK CAPITALS.

SECTION 1. YOUR COURSE CHOICE

Course Code: _____ Course Name: _____ Course Venue: _____ £ _____
Course Code: _____ Course Name: _____ Course Venue: _____ £ _____

SECTION 2. STUDENT DETAILS

Are you a current student or have you previously studied with DACE/Swansea University? Yes No

If you are a current student at Swansea University, please provide your home rather than term address details and your Student ID number.

Title: Mr/Mrs/Miss/Ms/Rev/Dr/Prof: _____

Student Number (if known): _____

Surname: _____

Surname at 16 (if different): _____

Forename 1: _____

Forename 2: _____

Home Address: _____

Post Code: _____

Email: _____

Mobile: _____

Telephone Day: _____

Telephone Evening: _____

Date of Birth: _____

Gender: Male Female Prefer not to say

Do you have any unspent criminal convictions: Yes No

If Yes, you will be asked to complete a Conviction form requesting information about the nature of the conviction/caution. Criminal records will be taken into account only when the conviction is relevant.

Fluent Welsh speaker Welsh speaker not fluent Not Welsh speaker

SECTION 3. EMPLOYMENT STATUS AND FEE CATEGORY

If you are new to Higher Education or upgrading your qualifications, you may be entitled to a fee waiver or DACE Hardship Bursary – see page 5 for details.

Fee waiver:

I have included relevant documentation to support my application

Please send me an application form

Concessionary Fee. I am:

Working less than 16 hours per week (includes self-employed)

Retired

Unwaged or unemployed

Full Fee. I am:

I am Working 16 hours per week or more (includes self-employed)

Repeating a module

SECTION 4. ADDITIONAL SUPPORT NEEDS

- | | |
|---|--|
| <input type="checkbox"/> No known disability | <input type="checkbox"/> Mental Health condition |
| <input type="checkbox"/> Information refused | <input type="checkbox"/> Longstanding illness or condition |
| <input type="checkbox"/> Blind or serious visual impairment | <input type="checkbox"/> Two or more impairments and/or disabling medical conditions |
| <input type="checkbox"/> Deaf or serious hearing impairment | <input type="checkbox"/> Social/Communication impairment |
| <input type="checkbox"/> Physical impairment or mobility issues | <input type="checkbox"/> A specific learning disability e.g. dyslexia |
| <input type="checkbox"/> Other disability not mentioned | |

If you require additional support, please download and complete the specific needs questionnaire – see page 6 for details.

SECTION 5. PREVIOUS QUALIFICATIONS

Highest Qualification to date: *Please specify:* _____

- No formal qualifications

If you have a Higher Education qualification:

Where did you study: _____ Year of Graduation: _____

SECTION 6. RESIDENCY AND NATIONALITY

Country of permanent residence: _____ Nationality on your passport: _____

Do you have UK Residency Status? Yes No

National Identity (*UK Nationals only*):

- British English Irish Welsh Scottish Other

**If you are non-European or non-European Economic Area (EEA) national, remember to include your passport, visa and residency permit with this application*

SECTION 7. MARKETING INFORMATION

How did you hear about the course?

- Website Brochure Flyer/poster Advert Venue/Centre Social Media Other

We would like to use the contact details you have provided to email you details of future courses. If you would like to be kept informed, please tick the box below to confirm

- Yes, I want to be kept informed and receive details of DACE courses.

SECTION 8. DECLARATION

- I confirm that I am over 18 at the start of the course and that to the best of my knowledge the information on this form is correct. All information on University forms is covered by the provisions of the General Data Protection Regulation and further details are published on the University's web pages.

Signed: _____ Date: _____

APPLICATION FOR PART-TIME FEE WAIVER 2018-2019

I wish to apply for fee waiver for the Accredited Programme 2018-2019. Please read the eligibility criteria on page 5 before completing this form in full.

Full Name (Mr/Mrs/Ms/Miss): _____
Address: _____
_____ Postcode: _____
Day time telephone: _____ Evening telephone: _____
Your highest level of educational qualification to date: _____
The Course Code(s) you wish to / have enrolled on: _____

I confirm that I meet at least one of the conditions set out below: (please tick all the relevant boxes)

My family is in receipt of:

- | | | |
|---|--|--|
| <input type="checkbox"/> Universal Credit | <input type="checkbox"/> Working Tax Credits | <input type="checkbox"/> Housing Benefit |
| <input type="checkbox"/> Income Support | <input type="checkbox"/> Council Tax Reduction | <input type="checkbox"/> Pension Credit |
| <input type="checkbox"/> Income Based Job Seekers Allowance | | |

I am in receipt of:

- | | | |
|---|---|---|
| <input type="checkbox"/> Severe Disablement Allowance | <input type="checkbox"/> Disability Living Allowance | <input type="checkbox"/> Attendance Allowance |
| <input type="checkbox"/> Incapacity Benefit | <input type="checkbox"/> Carer's Allowance | |
| <input type="checkbox"/> Employment and Support Allowance | <input type="checkbox"/> Personal Independent Payment | |

- I am a registered job seeker, and have been so for a continuous period of no less than six weeks prior to the date of application for fee waiver
- The sole income to my family is through means tested benefit

Please remember to enclose relevant documentary evidence as without this, your application cannot be processed and you will be liable for fees.

Signed: _____ Date: _____

This application is for the academic year 2018-19 only. Additional applications must be made on an annual basis. You should notify the Department of Adult Continuing Education immediately of any change in your circumstances, which might affect your entitlement to part-time fee waiver. You will only be notified if you have been unsuccessful in your application.

Please return this form to The Department of Adult Continuing Education, Keir Hardie Building, Swansea University, Singleton Park, Swansea, SA2 8PP. Tel 01792 602211, email adult.education@swansea.ac.uk

NOTES

A large white rounded rectangle with horizontal lines, serving as a notepad area. The lines are evenly spaced and extend across the width of the rectangle. The corners of the rectangle are rounded.