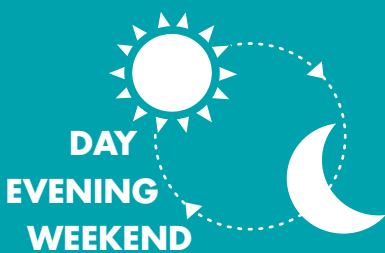


Part-time Courses for Adults 2017-2018



Higher Education Accredited Short Courses

Higher Education Certificate and Diploma Programmes
in Counselling and Digital Media

BA Part-time Degree Programme
in Humanities, History or English



On Campus and in Community Venues



Swansea, Neath Port Talbot and Carmarthenshire

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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.

Any information you provide to DACE will be treated in accordance with the Data Protection Act.

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

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YMWADIAD

Mae'r Brifysgol yn gwneud pob ymdrech resymol i sicrhau bod y wybodaeth yn y prospectws, llyfrynau ac ar-lein yn ddefnyddiol ac yn gywir ar ddyddiad ei chyhoeddi. Fodd bynnag, mae rhai newidiadau, er enghraifft i raglenni, lleoliad astudio, cyfle lleoliad, cyfleusterau neu ffioedd y gallir yn angenrheidiol oherwydd staffio dilyn, rhesymau ariannol, rheoliadol ac academaidd. Byddwn yn ymdrechu bob amser i gadw unrhyw newidiadau i isafswm ac i gadw darpar fyfyrwyr hysbysu'n briodol.

Caiff unrhyw wybodaeth a ddarperir gennych i AABO ei thrin yn unol â'r Ddeddf Diogelu Data.

Os hoffech gael y llyfryn hwn mewn fformat arall, cysylltwch â ni.



Welcome to the Department of Adult Continuing Education (DACE)

DACE offers a wide range of part-time courses with start dates throughout the year. All are part-time and most are open to prospective students without prior qualification. The wide geographical spread of locations reflects our commitment to widen access to Higher Education through adult education and provide new learning opportunities across the south west Wales region.

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), Student Finance Wales and the Money Advice and Support Office at Swansea University 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.

Professor Colin Trotman

Director of Adult Continuing Education

Croeso i'r Adran Addysg Barhaus Oedolion (AABO)

Mae'r Adran yn cynnig ystod eang o gyrsiau rhan amser sy'n cychwyn ar ddyddiadau gwahanol trwy gydol y flwyddyn. Maent i gyd yn rhan-amser ac mae'r rhan fwyaf ar gael i ddarparu fyfyrwyr heb gymwysterau. Mae dosbarthiad daearyddol eang y cyrsiau yn adlewyrchu ein hymrwymiad i ehangu mynediad i Addysg Uwch drwy addysg oedolion, ac i ddarparu cyfleoedd dysgu newydd ar draws rhanbarth de-orllewin Cymru.

Cynhelir ein cyrsiau yn ystod y dydd neu gyda'r nos, felly os ydych am weithio tuag at gymhwyster neu ddysgu rhagor am bwnc sydd o ddiddordeb i chi, mae digon o ddewis ar gael.

Nid ydym am i ffioedd fod yn rhwystr; felly, gyda chefnogaeth Cyngor Cyllido Addysg Uwch Cymru, Cyllid Myfyrwyr Cymru a'r Swyddfa Cyngor a Chymorth Ariannol ym Mhrifysgol Abertawe, gallwn gynnig cynlluniau cymorth ariannol i fyfyrwyr cymwys a fydd yn helpu i ariannu eich astudiaethau. Mae bwrsariaethau AABO ar gael i fyfyrwyr cymwys.

Mae AABO yn cynnig gwasanaeth cyngor ac arweiniad addysgol, sy'n ddiduedd ac ar gael yn rhad ac am ddim, i'ch helpu i ddewis y cwrs iawn ac i ddarparu cymorth a chyngor ar gyfleoedd cyflogaeth. Mae cymorth gyda sgiliau astudio ar gael hefyd.

Os nad ydych wedi astudio gydag AABO o'r blaen, nawr yw'r amser i ymuno â'r llu o bobl sy'n dysgu gyda ni bob blwyddyn.

Yr Athro Colin Trotman

Cyfarwyddwr Addysg Barhaus Oedolion



HIGHER EDUCATION ACCREDITED COURSES

Formally assessed, Higher Education credit bearing modules. 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.

CYRSIAU ACHREDEDIG AR GYFER ADDYSG UWCH

Modiwlau a asesir yn ffurfiol ac sy'n cynnig credydau Addysg Uwch. Mae gofyn i fyfyrwyr gyflwyno asesiad ysgrifenedig ar gyfer y cyrsiau hyn er mwyn ennill credydau. Mae credydau'n gymwysterau a gydnabyddir yn genedlaethol a gellir eu defnyddio tuag at gymwysterau Addysg Uwch megis Tystysgrif, Diploma neu Radd.

INFORMATION ON:

- How to enrol
- Fees and financial assistance
- Cancellations, student withdrawals and refunds
- Student support

HOW TO ENROL

Complete the enrolment form on page 35 of this brochure and return it to us. Remember to:

- Check your fee category and eligibility for financial assistance – details are on page 8.
- If you are eligible, complete the Fee Waiver application form on page 39 and return it to us with you evidence.
- Indicate your preferred method of payment – we recommend paying by debit card as refunds can be processed without delay.
- Include a copy of your Passport and Visa and ID card. (if available) if you are of non UK/EEA nationality.
- Let us know if you have additional support needs as a result of a disability, medical condition or specific learning difficulty and require support. Complete the form on page 41.
- Contact us (01792 602211) if you want to check your fee category or apply for financial assistance or payment by instalment.
- Students must be 18 or over before the start of the course.

? Can I book a place online or via the telephone?

We do not offer an online or telephone booking system, however, the enrolment form is available to download on our website www.swansea.ac.uk/dace/howtoapply which you can email to us. If you are a non UK/EEA national, you will also need to provide a copy of your Passport and Visa and ID card.

? What happens next?

On receipt of your enrolment form, payment and supporting documentation, we will write to you to confirm that a place has been booked for you and if requested, send you financial support application forms and also telephone you to take your card payment. If any of the course details have changed since production of this brochure you will be notified, otherwise attend at the date, time and location as specified.

This information will form the basis of your student record; all enrolments are subject to the terms and conditions of Swansea University.

GWYBODAETH AM:

- Sut i gofrestru
- Ffioedd a cymorth ariannol
- Canslo, myfyrwyr yn tynnu'n ôl ac ad-daliadau
- Cymorth i fyfyrwr

SUT MAE GOFRESTRU

Cwblhewch y ffurflen gofrestru ar dudalen 37 y llyfryn hwn a'i dychwelyd atom. Cofiwch:

- Wirio'ch categori ffi a'ch cymhwysedd i dderbyn cymorth ariannol - ceir manylion ar dudalen 8.
- Os ydych yn gymwys, cwblhewch y ffurflen Hepgor Ffioedd ar dudalen 8 a'i dychwelyd atom gyda'ch tystiolaeth.
- Nodi sut hoffech dalu - rydym yn argymhell talu â cherdyn debyd oherwydd gellir prosesu ad-daliadau yn ddi-oed.
- Cynnwys copi o'ch pasbort a'ch teitheb a'ch cerdyn adnabod (os yw ar gael) os nad ydych yn dod o'r DU neu o wlad sy'n rhan o'r Ardal Economaidd Ewropeaidd.
- Rhoi gwybod i ni os oes angen cymorth ychwanegol arnoch o ganlyniad i anabledd, cyflwr meddygol neu anhawster dysgu penodol. Cwblhewch y ffurflen ar dudalen 43.
- Cysylltu â ni (01792 602211) os hoffech drafod eich categori ffi neu wneud cais am gymorth ariannol, neu i dalu trwy randaliadau.
- Rhaid i fyfyrwyr fod yn 18 oed neu'n hŷn cyn dechrau'r cwrs.

? Oes modd cadw lle ar-lein neu dros y ffôn?

Nid ydym yn cynnig system archebu lle ar-lein neu dros y ffôn, ond mae'r ffurflen gofrestru ar gael i'w lawrlwytho ar ein gwefan www.swansea.ac.uk/dace/howtoapply a gallwch ei dychwelyd drwy e-bost. Os nad ydych yn ddinesydd y DU neu wlad sy'n rhan o'r Ardal Economaidd Ewropeaidd, bydd angen i chi ddarparu copi o'ch pasbort a'ch teitheb a'ch cerdyn adnabod.

? Beth sy'n digwydd nesaf?

Ar ôl i ni dderbyn eich ffurflen gofrestru, eich taliad a'ch dogfennau cefnogol, byddwn yn ysgrifennu atoch i gadarnhau bod lle wedi'i gadw i chi ac, os ydych wedi gofyn amdanynt, byddwn yn anfon ffurflenni cais am gymorth ariannol atoch ac yn eich ffonio i gymryd eich taliad â cherdyn. Os bydd unrhyw fanylion cwrs wedi newid ers cynhyrchu'r llyfryn hwn, byddwn yn rhoi gwybod i chi am hyn; fel arall dewch i'r dosbarth cyntaf ar y dyddiad ac yn y lleoliad a nodwyd.

Bydd yr wybodaeth hon yn sail eich cofnod myfyriwr; mae pob cofrestrriad yn amodol ar amodau a thelerau Prifysgol Abertawe.

? Can I attend without having enrolled before the class starts?

We recommend that you enrol before the class starts, but if you are unable to do so, you are able to attend, but please contact DACE 01792 602211 before 4pm to check that there is space on the course and that it is running at the specified date, time and location as these details can change at short notice. Priority will be given to those who have enrolled and paid for the class. 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 an accredited module for which you have attended 50% or more of the class and achieved credits within the last five years, you will be required to pay the full fee. If you did not achieve credits, you may still be required to pay the full fee. Contact us for more details.

? 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.

? How are the courses assessed?

Higher Education Accredited courses (course codes starting DA) 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.

? A allaf fod yn bresennol heb fod wedi cofrestru cyn y dosbarth yn dechrau?

Rydym yn argymhell eich bod yn cofrestru cyn i'r dosbarth ddechrau, ond os nad ydych yn gallu gwneud hynny, byddwch yn gallu bod yn bresennol, ond ffoniwch ni ar 01792 602211 cyn 4pm i sicrhau bod lle ar y cwrs a'i fod yn cael ei gynnal ar y dyddiad a'r amser ac yn y lleoliad a nodir, oherwydd gall y manylion hyn newid ar fyr rybudd. Rhoddir blaenoriaeth i'r rhai sydd wedi cofrestru ymlaen llaw a thalu am y dosbarth. I fyfyrwyr ag anghenion cymorth ychwanegol, efallai na fydd modd trefnu hyn ar fyr rybudd ac mae'n bosibl y bydd rhaid i chi ohirio'ch lle.

? A allaf ail-wneud cwrs?

Os ydych am ail-wneud modiwl achrededig rydych wedi ennill credydau ar ei gyfer yn ystod y pum mlynedd diwethaf, bydd angen i chi dalu'r ffi lawn. Os nad ydych wedi ennill credydau, efallai y bydd angen i chi dalu'r ffi lawn o hyd. Cysylltwch â ni am fwy o fanylion.

? Pa gymwysterau sy'n angenrheidiol i astudio gydag AABO?

Fel rheol, does dim angen unrhyw gymwysterau ffurfiol arnoch i astudio gydag AABO ond, os oes gofynion, caiff y rhain eu nodi'n glir.

? Sut caiff y cyrsiau eu hasesu?

Mae cyrsiau Achrededig Addysg Uwch (codau cwrs sy'n dechrau â DA) yn gofyn i fyfyrwyr gyflwyno gwaith ysgrifenedig. Disgwylir fel arfer i'r gwaith gael ei wneud ar gyfrifiadur. Dylunnir y dulliau asesu i brofi eich dealltwriaeth o'r gwaith sy'n cael ei gynnwys yn y maes llafur. Maent yn ystyried natur y cwrs penodol a gallant amrywio o ddulliau asesu parhaus, megis cyflwyniadau, llunio portffolios, dyddiaduron dysgu, i draethodau.

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 schemes below.

FFIOEDD A CHYMORTH ARIANNOL

Mae manylion y ffioedd wedi'u cynnwys gyda gwybodaeth am y cwrs ac mae'r ffi byddwch yn ei thalu yn dibynnu ar eich amgylchiadau. Efallai bydd gennych hawl i dderbyn cymorth ariannol tuag at y gost os ydych yn ddinesydd y DU, yr UE, yr AEE neu'n ffoadur; gweler yr wybodaeth am gynlluniau Cymorth Ariannol isod.



HOW TO PAY

Payment can be made by debit/credit card, cash or cheque. We recommend payment using a debit card as refunds (if required) can be processed straight away. Please note, refunds for cash or cheque payments can take around six weeks to be processed by the University Finance Section. All credit card payments have a non-refundable 1.5% handling charge added.

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 module who have achieved credits within the last five years and/or attended 50% or more of the class.

If 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 £1110.00 per 10 credits. For more information for non-UK students, see page 64.

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.

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 www.swansea.ac.uk/dace. Contact us to check your eligibility or request an application form.

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:

SUT I DALU

Gellir talu drwy gerdyn debyd/credyd, arian parod neu siec. Rydym yn argymhell defnyddio credyd debyd, gan fod modd prosesu ad-daliadau (os oes angen) yn ddi-oed. Sylwer, gall gymryd tua chwe wythnos i Adran Cyllid y Brifysgol brosesu ceisiadau i ad-dalu ffioedd a delir drwy arian parod neu siec. Ychwanegir tâl gweinyddol o 1.5% ar yr holl daliadau drwy gerdyn credyd ac ni chaiff hwn ei ad-dalu.

Ffi Gonsesiwn (c) £40.00 am bob 10 credyd / £80.00 am bob 20 credyd i'w thalu gan:

- Unigolion sy'n gweithio llai nag 16 awr yr wythnos (gan gynnwys rhai sy'n hunangyflogedig).
- Pawb sydd wedi ymddeol.
- Unrhyw un sy'n ddi-waith neu'n ddigyflog.

Ffi Lawn (f) £200.00 am bob 10 credyd / £400.00 am bob 20 credyd i'w thalu gan:

- Unigolion sy'n gweithio 16 neu fwy o oriau'r wythnos (gan gynnwys rhai sy'n hunangyflogedig).
- Unigolion sy'n ailwneud modiwl achrededig sydd wedi ennill credydau o fewn y pum mlynedd ddiwethaf ac/ neu wedi mynychu 50% neu ragor o'r dosbarthiadau.

Os ydych yn **Geisiwr Lloches neu'n fyfyrwr rhyngwladol nad yw'n byw'n barhaol yn y DU neu mewn gwlad sy'n rhan o'r UE/yr Ardal Economaidd Ewropeaidd**, eich Ffioedd Dysgu fydd £1110.00 am bob 10 credyd. Am ragor o wybodaeth ar gyfer myfyrwyr nad ydynt yn ddinasyddion y DU, gweler tudalen 64.

Os na chaiff ffioedd eu talu, bydd y Brifysgol yn cymryd camau i adennill y swm sy'n ddyledus, a allai arwain at brosesau adennill dyledion. Os dewiswch dynnu'n ôl, bydd rhaid i chi dalu'r costau o hyd.

CYMORTH ARIANNOL SYDD AR GAEL I HELPŪ I DALU FFI OEDD CWRS

Mae cymorth ariannol ar gael i helpu i dalu am eich astudiaethau a rhoddir manylion cryno isod. Mae amodau a thelerau llawn ar gael ar ein gwefan www.swansea.ac.uk/dace. Cysylltwch â ni i holi a ydych yn gymwys, neu i ofyn am ffurflen gais.

HEPGOR FFI OEDD

Rhaid eich bod yn newydd i Addysg Uwch; rhaid nad oes gennych gymwysterau cyfwerth ag HNC/HND neu ddyfarniad addysg uwch â chredyd israddedig arall (oni bai eich bod yn uwchraddio'ch cymhwyster) na chymhwyster sy'n uwch na'r rhain; a rhaid i chi fodloni o leiaf un o'r meini prawf isod:

- 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 39 and attach official documentary evidence of your entitlement on application for example a letter from Jobcentre Plus confirming your name, address and benefit entitlement.

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 module 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.

CANCELLATIONS, STUDENT WITHDRAWALS AND REFUNDS

PAYMENT OF REFUNDS

Please note that there has been a change to University policy from academic year 2017/2018. Details below.

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.

- Mae eich teulu'n derbyn Credyd Cynhwysol neu Gymhorthdal Incwm, neu Lwfans Ceiswyr Gwaith ar sail Incwm, neu Fudd-dal Tai, neu Gredyd Pensiwn, neu Ostyngiad y Dreth Gyngor, neu Gredydau Treth Gwaith.
- Rydych chi'n derbyn Lwfans Cyflogaeth a Chymorth neu Daliad Annibyniaeth Personol neu Lwfans Anabledd Difrifol neu Lwfans Byw i'r Anabl neu Lwfans Gweini neu Fudd-dal Analluogrwydd neu Lwfans Gofalwr.
- Rydych wedi'ch cofrestru fel ceisiwr gwaith ac rydych wedi bod yn gofrestrdig felly am gyfnod parhaus heb fod yn llai na chwe wythnos cyn dyddiad y cais i hepgor ffioedd.
- Unig incwm eich teulu yw budd-daliadau gan yr Adran Gwaith a Phensiynau.

Os bydd eich amgylchiadau'n newid ac nad ydych yn gymwys mwyach i hepgor ffioedd, dylech roi gwybod i AABO, ac mae'n bosib y bydd rhaid i chi dalu'r gyfran o'r ffi dysgu sy'n weddill. Mae'n rhaid bod myfyrwyr yn byw yng Nghymru.

Nid yw'r cyllid ar gyfer y cynllun hwn yn benagored, a gellir ei dynnu'n ôl cyn i fyfyrwyr ennill cymhwyster.

Gellir newid amodau'r cynllun hwn heb roi rhybudd.

Os hoffech wneud cais, cwblhewch y ffurflen gais ar dudalen 40 ac atodwch dystiolaeth ddogfennol swyddogol o'ch hawl, er enghraifft, llythyr gan y Ganolfan Byd Gwaith sy'n cadarnhau'ch enw, eich cyfeiriad a'ch hawl i fudd-daliad.

BWRSARIAETH CALEDI AABO

Mae hwn ar gael i'r rhai y mae'n ofynnol talu ffioedd (f) llawn ac nad ydynt yn gymwys i gael unrhyw gymorth ariannol arall. Mae'n talu hyd at 50% o ffi'r modiwl a'r uchafswm a ganiateir yw £200.00 i unrhyw fyfyrwr mewn blwyddyn academiaidd. Cysylltwch â ni am ffurflen gais. Bwrsariaethau yn cael eu caniatáu yn ôl disgrisiwn yr Adran.

CANSLO, MYFYRWYR YN TYNNU'N ÔL AC AD-DALIADAU

TALU AD-DALIADAU

Sylwer, nid yw polisi'r Brifysgol wedi newid ers blwyddyn academiaidd 2017/18. Gweler y manylion isod.

Pan benderfynir bod ad-daliad yn daladwy, rhaid talu'r ad-daliad i'r person a wnaeth y taliad gwreiddiol gan ddefnyddio'r un dull talu â'r taliad gwreiddiol, yn unol â gofynion Deddfwriaeth Gwrth-wyngalchu Arian y DU.

Each course requires sufficient (usually ten) students for it to be viable to run but if student numbers are low the tutor will discuss whether the course is likely to run within the first two weeks. DACE will refund payments for classes that have to be cancelled. If you would like to transfer to another course, contact us to let us know.

If you choose to withdraw from a course, transfer to another course or request a refund, contact us (01792 602211) 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 be receive a full refund.
- If you attend more than the first two weeks but less than 50%, you will receive 50% refund.
- If you attend 50% or more of the course, you are not eligible for a refund, the full fee amount will be payable.

STUDENT SUPPORT – HELP IS AVAILABLE

ACADEMIC STUDY

At DACE we recognise that adult students come from all walks of life and that you need flexibility in the way that you study. Whatever your individual situation, whether you are keen to update your writing skills or want to develop new learning strategies to support your studies, we have something to offer you.

New students often require support and encouragement before embarking upon Higher Education. Whether you are a student on campus or in the community there are a wide variety of learning resources to help students make the most of their learning experience, from study skills workshops, one-to-one support sessions to online resources such as the Assignment Survival Kit (ASK) at www.swansea.ac.uk/iss/libraries.

If you require additional help with assignment preparation and essay writing, access the STAR Handbook available on the DACE website www.swansea.ac.uk/media/STP%20-%20STAR%20Brochure%20-%20SML.pdf 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:

Mae angen digon o fyfyrwyr (10 fel arfer) ar bob cwrs i'r cwrs fod yn ddichonol, ond os bydd nifer y myfyrwyr yn isel, bydd y tiwtor yn trafod, yn ystod y pythefnos cyntaf, a yw'n debygol y cynhelir y cwrs ai peidio. Bydd AABO yn ad-dalu taliadau am ddosbarthiadau y mae'n rhaid eu canslo. Os hoffech drosglwyddo i gwrs arall, rhwch wybod i ni.

Os dewiswch dynnu'n ôl o gwrs, trosglwyddo i gwrs arall neu ofyn am ad-daliad, cysylltwch â ni (01792 602211) mor fuan â phosibl i roi gwybod i ni.

Os byddwch yn gadael eich cwrs yn gynnar, efallai y bydd eich ffioedd dysgu yn cael eu haddasu pro-rata yn seiliedig ar ddyddiad eich dosbarth olaf.

- Os byddwch yn mynychu'r pythefnos cyntaf neu lai, byddwch yn derbyn ad-daliad llawn.
- Os ydych yn mynychu mwy na'r pythefnos cyntaf ond llai na 50%, byddwch yn derbyn ad-daliad o 50%.
- Os byddwch yn mynychu 50% neu fwy o'r cwrs, ni fydd gennych hawl i ad-daliad, bydd rhaid talu'r ffi llawn.

CYMORTH I FYFYRWYR - MAE HELP AR GAEL

ASTUDIAETHAU ACADEMAIDD

Yn AABO rydym yn cydnabod bod myfyrwyr mewn oed yn dod o bob math o gefndir a bod angen hyblygrwydd arnynt yn y ffordd maen nhw'n astudio. Beth bynnag yw'ch sefyllfa unigol, p'un a ydych yn awyddus i ddiweddarw'ch sgiliau ysgrifennu neu i ddatblygu strategaethau dysgu newydd i gefnogi'ch astudiaethau, mae gennym rywbeth i'w gynnig i chi.

Yn aml mae angen cymorth ac anogaeth ar fyfyrwyr newydd cyn dechrau cwrs addysg uwch. P'un a ydych yn fyfyrwr ar y campws neu yn y gymuned, mae amrywiaeth eang o adnoddau dysgu ar gael i helpu myfyrwyr i fanteisio i'r eithaf ar eu profiad dysgu, o weithdai sgiliau astudio a sesiynau cymorth un i un i adnoddau ar-lein megis y Pecyn Cymorth Goroesi Aseiniadau (ASK) yn www.swansea.ac.uk/iss/libraries.

Os oes angen cymorth ychwanegol arnoch wrth baratoi aseiniad ac ysgrifennu traethodau, mae'r Llawlyfr STAR sydd ar gael ar wefan AABO www.swansea.ac.uk/media/STP%20-%20STAR%20Brochure%20-%20SML.pdf yn cynnig llawer o wybodaeth ac awgrymiadau astudio defnyddiol i sicrhau llwyddiant.

CYNGOR AC ARWEINIAD

Mae AABO yn cynnig arweiniad cyfrinachol a diduedd am ddim i fyfyrwyr a darpar fyfyrwyr. Mae ein tîm cynghori ar gael i drafod eich syniadau a'ch opsiynau drwy gydol y flwyddyn a gallant helpu gyda'r canlynol:

- which course to take
- 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 main University campus.

SUPPORT FOR STUDENTS WITH DISABILITIES, MEDICAL CONDITIONS OR SPECIFIC LEARNING DIFFICULTIES

If you have a disability, medical condition or specific learning difficulty, contact the Disability Office to find out more about the support that is available to ensure you have the same opportunities as everyone else. The Disability Office is part of Student Services which is a one stop shop for any advice and guidance required. The University welcomes applications from students with disabilities and/or additional support needs. Applicants who declare a disability will be considered according to the same principles as for other candidates. The University is committed to supporting all students in their academic studies. Students are strongly encouraged to declare a disability, medical condition mental health difficulty or specific need at the application stage as it can take considerable time to put support arrangements in place, please let us know at the earliest opportunity so that the Disability Office can contact you to discuss your support needs. Information can be found on their website at www.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 www.swan.ac.uk/wellbeing

- penderfynu pa gwrs i'w wneud
- sut i ddod o hyd iddo
- cyfleoedd cyflogaeth a gyrfa
- chwilio am swyddi, CV, ffurflenni cais a chyfweliadau.

I drefnu apwyntiad am gyfarfod un i un, ffoniwch 01792 602211. Gallwch hefyd e-bostio unrhyw gwestiynau i Jane Lingard yn j.lingard@abertawe.ac.uk.

GWASANAETHAU LLYFRGELL A GWYBODAETH

Fel myfyriwr AABO, eich cyswllt cyntaf am gymorth a gwybodaeth am wasanaethau llyfrgell yw Llyfrgell Glowyr De Cymru, a leolir ar gampws Hendrefoelan. Mae'r llyfrgell yn darparu cymorth i bob myfyriwr sydd wedi cofrestru ar gwrs AABO, beth bynnag rydych yn ei astudio a ble bynnag y cewch eich addysgu. Gall myfyriwr AABO sydd â cherdyn llyfrgell dilyn ddefnyddio'r Ganolfan Llyfrgell a Gwybodaeth ar brif gampws y Brifysgol hefyd.

CYMORTH I FYFYRWYR AG ANABLEDDAU, CYFLYRAU MEDDYGOL NEU ANAWSTERAU DYSGU PENODOL

Os oes gennych anabledd, cyflwr meddygol, neu anhawster dysgu penodol, cysylltwch â'r Swyddfa Anableddau i gael mwy o wybodaeth am y cymorth sydd ar gael i sicrhau y gallwch elwa o'r un cyfleoedd â phawb arall. Mae'r Swyddfa Anableddau yn rhan o Wasanaethau Myfyriwr, sef siop dan yr unto am unrhyw anghenion cyngor a chymorth. Mae'r Brifysgol yn croesawu ceisiadau gan fyfyrwr ag anableddau a/neu anghenion cymorth ychwanegol. Caiff ymgeiswyr sy'n datgan anabledd eu hystyried yn unol â'r un egwyddorion ag ymgeiswyr eraill. Mae'r Brifysgol yn ymrwymedig i gefnogi pob myfyriwr yn ei astudiaethau academaidd. Caiff myfyriwr eu hannog yn gryf i ddatgan unrhyw anabledd, cyflwr meddygol, anhawster iechyd neu angen penodol wrth ymgeisio, gan y gall gymryd amser sylweddol i drefnu cymorth. Rhowch wybod i ni cyn gynted â phosibl, fel y gall y Swyddfa Anableddau gysylltu â chi i drafod eich anghenion cymorth. Mae gwybodaeth ar gael ar eu gwefan: www.swansea.ac.uk/disability-office/

Sylwer, nid yw'n debygol y bydd myfyriwr ar raglenni nad ydynt yn arwain at radd, neu raglenni Diploma neu Dystysgrif Addysg Uwch yn derbyn y Lwfans Myfyriwr Anabl.

GWASANAETH LLES PRIFYSGOL ABERTAW

Mae'r Gwasanaeth Lles yn cynnig gwasanaeth cyfrinachol am ddim i bobl sy'n cael anhawster astudio'n effeithiol neu fwynhau eu bywyd yn y Brifysgol. Maent yn cefnogi myfyriwr sy'n ofidus o ganlyniad i broblemau seicolegol, emosïynol neu iechyd meddwl.

Am ragor o wybodaeth, ewch i'w gwefan www.swan.ac.uk/wellbeing



Counselling Skills and Professional Development

Contact Rachel Brimble, r.e.brimble@swansea.ac.uk, 01792 602534

Details can change at short notice and if you have not enrolled, please contact us before 4pm, to check if there is space on the course and it is running at the location, time and date specified before setting out. If you have missed the first class but would like to attend, please contact us on the email or telephone number above.

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

If you are interested in studying for a HE Certificate in Counselling Skills or Higher Education Diploma and AIM Level 5 in Psychotherapeutic Counselling, please see page 47.

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.

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- Individuals repeating an accredited module who have achieved credits within the last five years and/or attended 50% or more of the class.

CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAF1026A17 10 credits level 4	Introduction to Cognitive Behavioural Therapy (CBT) Part 1	Monday 25/09/17	8	6:00pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Joanna Ferguson	£40 (c) £200 (f)
DAF001B17 10 credits level 3	Introduction to Counselling	Wednesday 27/09/17	10	6:00pm	8:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Jayne Judd	£40 (c) £200 (f)
DAF001C17 10 credits level 3	Introduction to Counselling	Thursday 28/09/17	10	10:00am	12:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP	Chris Reed	£40 (c) £200 (f)
DAF001A17 10 credits level 3	Introduction to Counselling	Saturday 30/09/17	10	10:00am	12:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Ann Bennett	£40 (c) £200 (f)
DAF139B17 10 credits level 4	Counselling in Context (ii) Identity and Identities	Saturday 06/01/18	10	10:00am	12:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Ann Bennett	£40 (c) £200 (f)
DAF1027A17 10 credits level 4	Introduction to Cognitive Behavioural Therapy (CBT) Part 2	Monday 08/01/18	8	6:00pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Joanna Ferguson	£40 (c) £200 (f)
DAF139A17 10 credits level 4	Counselling in Context (ii) Identity and Identities	Thursday 11/01/18	10	10:00am	12:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP	Chris Reed	£40 (c) £200 (f)

OPPD0117	Working with Trauma. CPD Workshop	Saturday 13/01/2018	1	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Filiz Celik	£50.00 no concessions
DAF1049A17 10 credits level 4	Working with Trauma	Saturday 20/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Filiz Celik	£40 (c) £200 (f)
DAF1026B17 10 credits level 4	Introduction to Cognitive Behavioural Therapy (CBT) Part 1	Monday 09/04/18	10	10:00am	12:00am	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Joanna Ferguson	£40 (c) £200 (f)
DAF1050A17 10 credits level 4	Solution - Focused Therapy	Tuesday 10/04/2018	10	10:00am	12:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP	Chris Reed	£40 (c) £200 (f)
DAF165A17 10 credits level 4	Dealing with Loss and Bereavement	Tuesday 10/04/18	8	10:00am	12:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Janet Reeves	£40 (c) £200 (f)
DAF1048A17 10 credits level 4	Counselling Supervision for Practitioners	Tuesday 10/04/18	8	1:00pm	3:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Janet Reeves	£40 (c) £200 (f)
DAF001D17 10 credits level 3	Introduction to Counselling	Thursday 12/04/18	8	10:00am	12.30 pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Julia Cutmore	£40 (c) £200 (f)
DAF137A17 10 credits level 4	Counselling in Context (i)	Thursday 12/04/18	10	10:00am	12:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP	Chris Reed	£40 (c) £200 (f)
DAF137B17 10 credits level 4	Counselling in Context (i)	Saturday 14/04/18	10	10:00am	12:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Ann Bennett	£40 (c) £200 (f)
DAF0121A17 10 credits level 3	Introduction to Mindfulness - Based Therapy	TBC	TBC	TBC	TBC	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	TBC	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAF001 Introduction to Counselling.** This module aims to raise awareness and understanding of the basic concepts of Person Centred 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.
- **DAF0121 Introduction to Mindfulness-Based Therapy.** This module 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.
- **DAF1026 Introduction to Cognitive Behavioural Therapy Part 1.** This module 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 module.
- **DAF1027 Introduction to Cognitive Behavioural Therapy Part 2.** This module 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.
- **DAF137 Counselling in Context (i).** This module explores a number of counselling theories and practice of counselling with the context of contemporary society and cultural change.

- **DAF139 Counselling in Context (ii): Identity and Identities.** This is a 10-week Level 4 module which 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.
- **DAF165 Dealing with Loss and Bereavement.** The module explores how attachment theory (Bowlby, 1977) informs our understanding of the processes involved in grief, mourning and bereavement.
- **DAF1048 Counselling Supervision for Practitioners.** In the UK supervision is a professional requirement for practising psychotherapists and counsellors. It is considered to be the cornerstone of good practice. This module is intended as a starting point for practitioners interested in training as counselling supervisors, and considers how to form an effective supervisory relationship, various supervision modules, types of supervision and necessary key skills and personal qualities for the supervisor. It also considers ways to make the most of supervision and hence may also be useful for inexperienced counsellors and trainees.
- **DAF1049 Working with Trauma.** Working with trauma presents complex and particularly difficult challenges for psychotherapists and counsellors. This module aims to raise awareness of the impact of trauma on individuals, some causes of trauma, the skills and qualities needed in this work, and also considers ways in which a safe environment can be provided for clients.
- **DAF1050 Solution-Focused Therapy.** SFT is an approach to psychotherapy/counselling based on helping clients to develop solutions rather than to solve problems. The therapeutic alliance between client and therapist is collaborative. This module considers how clients can be helped to explore their current resources and future hopes, using their strengths and personal qualities. An advantage of SFT is that it can be practiced as brief therapy, fitting in with the demands of today's society.



Creative Writing and Literature

Contact Claire Bannister c.bannister@swansea.ac.uk, 01792 602211

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- 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:

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- Individuals repeating an accredited module who have achieved credits within the last five years and/or attended 50% or more of the class.

CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAD012A17 10 credits level 3	Reading and Writing Short Stories	Monday 25/09/2017	10	6:00pm	8:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Giles Rees	£40 (c) £200 (f)
DAD102A17 10 credits level 4	An introduction to Creative Writing	Tuesday 26/09/2017	10	5:30pm	7:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Georgia Carys Williams	£40 (c) £200 (f)
DAD102B17 10 credits level 4	An introduction to Creative Writing	Friday 29/09/2017	10	11:00am	1:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Ceri Thomas	£40 (c) £200 (f)
DAD102C17 10 credits level 4	An introduction to Creative Writing	Wednesday (fortnightly) 27/09/2017	10	10:30am	12:30pm	Canolfan Gorseinon Centre, Millers Drive, Gorseinon, Swansea, SA4 4QN	Ceri Thomas	£40 (c) £200 (f)
DAD148A17 10 credits level 4	Adaptation	Monday 02/10/2017	10	10:00am	12:00pm	One Stop Shop, 33/35 Singleton Street, Swansea, SA1 3QN	Andrew Hubbard	£40 (c) £200 (f)
DAD015A17 10 credits level 3	Introducing Playwriting	Friday 12/01/2018	10	11:00am	1:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Ceri Thomas	£40 (c) £200 (f)
DAD102D17 10 credits level 4	An introduction to Creative Writing	Monday 15/01/2018	10	10:00am	12:00pm	One Stop Shop, 33/35 Singleton Street, Swansea, SA1 3QN	Andrew Hubbard	£40 (c) £200 (f)
DAD1029A17 10 credits level 4	Writing Fiction	Monday 15/01/2018	10	6:00pm	8:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Giles Rees	£40 (c) £200 (f)
DAD181A17 10 credits level 4	Writing Short Stories and Monologues for Radio	Wednesday (fortnightly) 21/02/2018	10	10:30am	12:30pm	Canolfan Gorseinon Centre, Millers Drive, Gorseinon, Swansea, SA4 4QN	Ceri Thomas	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAD012 Reading and Writing Short Stories.** This module examines the history and status of the short story form and offers the opportunity for students to either write their own short story or write a critical essay on the short story genre or some of its exponents.
- **DAD015 Introducing Playwriting.** This module allows students to develop their playwriting skills in a relaxed workshop setting. Characterisation, plot, dialogue and setting will all be studied as well as aspects of the history of writing for the stage, radio or TV. Students will prepare a portfolio of their own work and should be prepared to undertake readings of other students' work.
- **DAD102 An Introduction to Creative Writing.** An introduction to writing poetry and prose in a relaxed and supportive atmosphere.
- **DAD1029 Writing Fiction.** Creation of a work on 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. Progression routes to modules addressing publishing and promotion are available.
- **DAD148 Adaptation.** This module 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.
- **DAD181 Writing Short Stories and Monologues for Radio.** This lively and interactive module focuses on writing fiction for the spoken word - in particular for the imaginatively liberating medium of radio. Students will explore various narrative techniques and their relevance to single voice narration for radio. Alongside exercises and tuition from an experienced writer, students will read each other's work in a workshop environment, to assist the group in appraising effectiveness for the spoken word. By the end of the module, you will write a 15 minute script - either a short story or monologue.



Egyptology

Contact Claire Bannister c.bannister@swansea.ac.uk, 01792 602211

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CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAL176A17 10 credits level 4	Deir el-Medina	Tuesday 26/09/2017	12	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)
DAL170A17 10 credits level 4	The Art and Architecture of Ancient Egypt	Tuesday 09/01/2018	12	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)
DAL171A17 10 credits level 4	The Age of the Pyramids	Tuesday 24/04/2018	12	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAL171 The Age of the Pyramids.** The Old Kingdom (2686-2181) was one of the golden ages of Egyptian culture, a period that determined the form and character of Egyptian society and art for centuries to come. From the Third through to the Sixth Dynasty, not only were there monumental building achievements, but the artisans who worked with an array of materials and techniques created masterpieces that even today hold the observer in awe. This period also saw the development of Egyptian literary texts from the briefest notations into autobiography and didactic literature. This module will look at the 500 years that make up Egypt's Old Kingdom.
- **DAL176 The Art and Architecture of Ancient Egypt.** Like many other ancient cultures, the ancient Egyptians created what the modern world admires as art for practical purposes. One of the most impressive human achievements, and a fundamental manifestation of ancient Egyptian culture, was its architecture. During this module students will study the function and symbolism of ancient Egyptian art and architecture from the earliest times through to the end of Pharaonic history. Over this twelve week period students will discover the techniques the craftsmen used to produce their work and the reasons why these 'masterpieces' were created.
- **DAL179 Deir el-Medina.** The contribution the village of Deir de-Medina has given to the study and understanding of ancient Egyptian civilization is immeasurable. This village, which was occupied from 18th - 20th Dynasties, was unlikely any other Egyptian settlement site. This module will examine the history, rediscovery and daily lives of its inhabitants. Characters such as Paneb and Amenherkhepeshef will help to transport the student back in time to the 'golden age' of Egyptian history.



History

Contact Claire Bannister, c.bannister@swansea.ac.uk, 01792 602211

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Please note that if requesting documents such as copies of birth certificates from the General Register Office, you will incur additional costs which are not included in the course fee.

CODE/CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAA196A17 10 credits level 4	Visual Arts of the Ancient World	Friday 22/09/2017	10	3:00pm	5:00pm	One Stop Shop, 33/35 Singleton Street, Swansea, SA1 3QN	Andy Hulling	£40 (c) £200 (f)
DAL1021A17 10 credits level 4	Swansea: The Urban Experience 1000-2000 part 1	Wednesday 27/09/2017	10	6:00pm	8:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	Colin James	£40 (c) £200 (f)
DAL035A17 10 credits level 3	Wales A Sporting Nation! A History of Welsh Sport part 1	Saturday 30/09/2017	10	10:30am	12:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Daryl Leeworthy	£40 (c) £200 (f)
DAL164A17 10 credits level 4	First Steps in Family History	Tuesday 03/10/2017	8	10:00am	12:30pm	Phoenix Centre, Powys Avenue, Townhill, Swansea, SA1 6PH	John Ashley	£40 (c) £200 (f)
DAL164B17 10 credits level 4	First Steps in Family History	Tuesday 10/10/2017	8	2:00pm	4:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	John Ashley	£40 (c) £200 (f)
DAL164D17 10 credits level 4	First Steps in Family History	Thursday 12/10/2017	8	9:30am	12:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	John Ashley	£40 (c) £200 (f)
DAL164C17 10 credits level 4	First Steps in Family History	Thursday 12/10/2017	8	2:30pm	5:00pm	YMCA Neath, Pen Y Dre Road, Lletty Nedd, Neath SA11 3HG	John Ashley	£40 (c) £200 (f)
DAL167A17 10 credits level 4	Further Steps in Family History	Tuesday 09/01/2018	8	10:00am	12:30pm	Phoenix Centre, Powys Avenue, Townhill, Swansea, SA1 6PH	John Ashley	£40 (c) £200 (f)

CODE/CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAL167B17 10 credits level 4	Further Steps in Family History	Tuesday 09/01/2018	8	2:00pm	4:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	John Ashley	£40 (c) £200 (f)
DAL1022A17 10 credits level 4	Swansea: The Urban Experience 1000-2000 part 2	Wednesday 10/01/2018	10	6:00pm	8:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais,	Colin James	£40 (c) £200 (f)
DAL167D17 10 credits level 4	Further Steps in Family History	Thursday 11/01/2018	8	9:30am	12:00pm	Canolfan Y Bont, 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA	John Ashley	£40 (c) £200 (f)
DAL167C17 10 credits level 4	Further Steps in Family History	Thursday 11/01/2018	8	2:30pm	5:00pm	YMCA Neath, Pen Y Dre Road, Lletty Nedd, Neath SA11 3HG	John Ashley	£40 (c) £200 (f)
DAL036A17 10 credits level 3	Wales A Sporting Nation! A History of Welsh Sport part 2	Saturday 17/01/2018	10	10:30am	12:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Daryl Leeworthy	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAA196 Visual Arts of the Ancient World.** An introduction to the art of the ancient world from the cave paintings of Europe, to ancient Egypt, Mesopotamia, Greece and Rome, concluding with the dark ages of Europe.
- **DAL035 / DAL036 Wales A Sporting Nation! A History of Welsh Sport Part 1 and Part 2.** This module will explore the history of Welsh sport, the spectators, the places, and the players. The group will discuss how sports such as football, rugby, cycling, cricket and athletics developed, and the origins of the parts, playing fields, swimming pools and stadiums that are so common a feature of the Welsh landscape. The module will introduce methods of studying the sporting past, historical sources, and key aspects of the historical literature.
- **DAL1021 / DAL1022 Swansea: The Urban Experience 1000-2000 Part 1 and Part 2.** The module will trace the development of the town of Swansea from the use of the site as a trading community by Viking traders, through its foundation as a Norman town, up to its present-day status as the second city of Wales. The module will consider the growth of the medieval town by examining the reasons for the choice of site, its form of foundation, and its trade; and it will also study the character of the medieval town through the charters granted to it by lords and monarchs. The nature of the town in later years will be considered, looking particularly at such aspects as local government, education, and politics, together with an examination of its change in charter from an area of heavy industry to its present identity as a service provider.
- **DAL164 First Steps in Family History.** Learn how to trace your family tree. Using the internet and local resources see how birth, marriage and death certificates, census returns, parish and chapel registers provide the pieces of the jigsaw. Get practical advice on this absorbing challenge.
- **DAL167 Further Steps in Family History.** The module will look at the methodology and research practices involved in tracing a person's family tree. A variety of sources will be used including registers, records and government statistics. Information Technology skills will be used to organise and present findings.



Information Technology and Multimedia

Contact Rachel Brimble, r.e.brimble@swansea.ac.uk, 01792 602534

Details can change at short notice and if you have not enrolled, please contact us before 4pm, to check if there is space on the course and it is running at the location, time and date specified before setting out. If you have missed the first class but would like to attend, please contact us on the email or telephone number above.

If you are interested in studying for a HE Certificate or HE Diploma in Digital Media, please see page 49.

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 module who have achieved credits within the last five years and/or attended 50% or more of the class.

SWANSEA AREA

Room 20, Keir Hardie Building, Swansea University Singleton Park Campus, Swansea SA2 8PP							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0117	Basic IT Taster	Monday 25/09/2017	1	1:30pm	3:30pm	Alan Rees	FREE
DAF007A17 10 credits level 3	Internet and Email	Monday 02/10/2017	10	1:30pm	3:30pm	Alan Rees	£40 (c) £200 (f)
DAF059A17 10 credits level 3	Word and File Management	Monday 08/01/2018	10	1:30pm	3:30pm	Alan Rees	£40 (c) £200 (f)
DAF011A17 10 credits level 3	Spreadsheets with Excel: An Introduction	Monday 19/03/2018	10	1:30pm	3:30pm	Alan Rees	£40 (c) £200 (f)

Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
DAF011B17 10 credits level 3	Spreadsheets with Excel: An Introduction	Wednesday 04/10/2017	10	1:30pm	3:30pm	Alan Rees	£40 (c) £200 (f)

Canolfan Y Bont , 28 Dulais Road, Pontarddulais, Swansea, SA4 8PA							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0217	Basic IT Taster	Monday 25/09/2017	1	10:00am	12:00pm	Alan Rees	FREE
DAF007B17 10 credits level 3	Internet and Email	Monday 02/10/2017	10	10:00am	12:00pm	Alan Rees	£40 (c) £200 (f)
DAF061D17 10 credits level 3	Digital Photography: The Camera	Wednesday 04/10/2017	10	3:00pm	5:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF059B17 10 credits level 3	Word and File Management	Monday 08/01/2018	10	10:00am	12:00pm	Alan Rees	£40 (c) £200 (f)
DAF062D17 10 credits level 3	Digital Photography: Photographic Techniques	Wednesday 10/01/2018	10	3:00pm	5:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF0120A17 10 credits level 3	Digital Tablets	Monday 19/03/2018	10	10:00am	12:00pm	Alan Rees	£40 (c) £200 (f)
DAF038D17 10 credits level 3	Photo Editing: An Introduction	Wednesday 21/03/2018	10	3:00pm	5:00pm	Wendy McLoughlin	£40 (c) £200 (f)

Phoenix Centre , Powys Avenue, Townhill, Swansea, SA1 6PH							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT1517	Introduction to Managing Business Finance Taster	Tuesday 26/09/2017	1	6:00pm	8:00pm	Alan Rees	FREE
OPIT0817	Introduction to Digital Media Taster	Friday 29/09/2017	1	10:00am	12:00pm	Wendy McLoughlin	FREE
OPIT0917	Digital Photography Taster	Friday 29/09/2017	1	1:00pm	3:00pm	Wendy McLoughlin	FREE
DAF086B17 10 credits level 3	Introduction to Managing Business Finance	Tuesday 03/10/2017	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)
DAF0122E17 10 credits level 3	Introduction to Digital Media - part 1	Friday 06/10/2017	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF061A17 10 credits level 3	Digital Photography: The Camera	Friday 06/10/2017	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF1012B17 10 credits level 4	Joomla The Open Source Web Design Editor	Tuesday 09/01/2018	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)
DAF0123E17 10 credits level 3	Introduction to Digital Media - part 2	Friday 12/01/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF062A17 10 credits level 3	Digital Photography: Photographic Techniques	Friday 12/01/2018	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF0120E17 10 credits level 3	Digital Tablets	Tuesday 20/03/2018	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)
DAF059F17 10 credits level 3	Word and File Management	Friday 23/03/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF038A17 10 credits level 3	Photo Editing: An Introduction	Friday 23/03/2018	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)

NEATH PORT TALBOT AND CYNON VALLEY AREA

DOVE Workshop, Roman Road, Banwen, Neath, SA10 9LW							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
DAF0122C17 10 credits level 3	Introduction to Digital Media - part 1	Wednesday 04/10/2017	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF0123C17 10 credits level 3	Introduction to Digital Media - part 2	Wednesday 10/01/2018	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF059E17 10 credits level 3	Word and File Management	Wednesday 21/03/2018	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)

Glynneath Training Centre, Oddfellows Street, Glynneath, SA11 5DB							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0717	Introduction to Digital Media Taster	Wednesday 27/09/2017	1	1:00pm	3:00pm	Robert Uprichard	FREE
DAF0122D17 10 credits level 3	Introduction to Digital Media – part 1	Wednesday 04/10/2017	10	1:00pm	3:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF0123D17 10 credits level 3	Introduction to Digital Media - part 2	Wednesday 10/01/2018	10	1:00pm	3:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF0120C17 10 credits level 3	Digital Tablets	Wednesday 21/03/2018	10	1:00pm	3:00pm	Robert Uprichard	£40 (c) £200 (f)

Saron Chapel Hall, Lewis Street, Aberaman, CF44 6PY							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0517	Introduction to Digital Media Taster	Tuesday 26/09/2017	1	5:00pm	7:00pm	Robert Uprichard	FREE
DAF0122F17 10 credits level 3	Introduction to Digital Media - part 1	Tuesday 03/10/2017	10	5:00pm	7:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF0123F17 10 credits level 3	Introduction to Digital Media - part 2	Tuesday 09/01/2018	10	5:00pm	7:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF059I17 10 credits level 3	Word and File Management	Tuesday 20/03/2018	10	5:00pm	7:00pm	Robert Uprichard	£40 (c) £200 (f)

YMCA Neath , Pen Y Dre Road, Lletty Nedd, Neath SA11 3HG							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0317	Digital Photography Taster	Monday 25/09/2017	1	10:00am	12:00pm	Wendy McLoughlin	FREE
DAF061E17 10 credits level 3	Digital Photography: The Camera	Monday 02/10/2017	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF062E17 10 credits level 3	Digital Photography: Photographic Techniques	Monday 08/01/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF038E17 10 credits level 3	Photo Editing; An Introduction	Monday 19/03/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)

YMCA Port Talbot , 48-52 Talbot Road, Port Talbot, SA13 1HU							
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT0417	Introduction to Digital Media Taster	Tuesday 26/09/2017	1	10:00am	12:00pm	Robert Uprichard	FREE
OPIT1217	Basic IT Taster	Thursday 28/09/2017	1	10:00am	12:00pm	Wendy McLoughlin	FREE
OPIT1117	Digital Photography Taster	Thursday 28/09/2017	1	1:00pm	3:00pm	Wendy McLoughlin	FREE
DAF0122A17 10 credits level 3	Introduction to Digital Media - part 1	Tuesday 03/10/2017	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF007C17 10 credits level 3	Internet and Email	Thursday 05/10/2017	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF061B17 10 credits level 3	Digital Photography: The Camera	Thursday 05/10/2017	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF0123A17 10 credits level 3	Introduction to Digital Media - part 2	Tuesday 09/01/2018	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF059G17 10 credits level 3	Word and File Management	Thursday 11/01/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF062B17 10 credits level 3	Digital Photography: Photographic Techniques	Thursday 11/01/2018	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF0120F17 10 credits level 3	Digital Tablets	Tuesday 20/03/2018	10	10:00am	12:00pm	Robert Uprichard	£40 (c) £200 (f)
DAF019A17 10 credits level 3	Desktop Publishing	Thursday 22/03/2018	10	10:00am	12:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF038B17 10 credits level 3	Photo Editing: An Introduction	Thursday 22/03/2018	10	1:00pm	3:00pm	Wendy McLoughlin	£40 (c) £200 (f)

CARMARTHENSHIRE AREA

Black Mountain Centre, Cwmgarw Road, Brynaman, Ammanford, SA18 1BU							
CODE/CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
OPIT1617	Introduction to Digital Media Taster	Monday 25/09/2017	1	10:00am	12:00pm	Suzanne Russell	FREE
OPIT1417	Digital Photography Taster	Monday 25/09/2017	1	1:30pmm	3:30pm	Wendy McLoughlin	FREE
OPIT1717	Digital Tablets Taster	Wednesday 27/09/2017	1	6:00pmm	8:00pm	Alan Rees	FREE
DAF0122B17 10 credits level 3	Introduction to Digital Media - part 1	Monday 02/10/2017	10	10:00am	12:00pm	Suzanne Russell	£40 (c) £200 (f)
DAF061F17 10 credits level 3	Digital Photography: The Camera	Monday 03/10/2017	10	1:30pmm	3:30pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF0120B17 10 credits level 3	Digital Tablets	Wednesday 04/10/2017	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)
DAF0123B17 10 credits level 3	Introduction to Digital Media - Part 2	Monday 08/01/2018	10	10:00am	12:00pm	Suzanne Russell	£40 (c) £200 (f)
DAF062F17 10 credits level 3	Digital Photography: Photographic Techniques	Monday 08/01/2018	10	1:30pmm	3:30pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF086A17 10 credits level	Introduction to Managing Business Finance	Wednesday 10/01/2018	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)
DAF038F17 10 credits level 3	Photo Editing: An Introduction	Monday 19/03/2018	10	1:30pmm	3:30pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF101012A17 10 credits level 4	Joomla The Open Source Web Design Editor	Wednesday 21/03/2018	10	6:00pm	8:00pm	Alan Rees	£40 (c) £200 (f)

Pantyffynnon Workshops, Pantyffynnon Workshops, Unit 5, Llys Glas, Pantyffynnon, Ammanford, SA18 3EZ							
CODE/CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	TUTOR	COST
DAF061C17 10 credits level 3	Digital Photography: The Camera	Wednesday 04/10/2017	10	6:00pm	8:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF062C17 10 credits level 3	Digital Photography: Photographic Techniques	Wednesday 10/01/2018	10	6:00pm	8:00pm	Wendy McLoughlin	£40 (c) £200 (f)
DAF038C17 10 credits level 3	Photo Editing: An Introduction	Wednesday 21/03/2018	10	6:00pm	8:00pm	Wendy McLoughlin	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAF007 Internet and Email.** This module gives practical experience of using electronic mail (e-mail) and searching for and retrieving information from the internet.
- **DAF011 Spread Sheets with Excel:** An Introduction. This module 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.
- **DAF019 Desktop Publishing.** Develop skills in design, layout and typography, using desktop publishing software to create in-house flyers, newsletters, business cards, menus and brochures.
- **DAF0120 Digital Tablets.** Get a good understanding of your tablet and learn how to navigate your way through 'apps' and on the internet. Familiarise yourself with your tablet's 1. Operating system, 2. Controls, 3. Connectivity, 4. Navigation. Set up and configure 'Store' accounts and two email accounts, learn how to select and download the appropriate apps, how to transfer Media and Data via PC/MAC or to TV and use tutorials - Youtube and PDF tutorials for devices and software (app) use.
- **DAF038 Photo Editing: An Introduction.** 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.
- **DAF059 Word and File Management.** This module 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.
- **DAF061 Digital Photography – The Camera.** 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.
- **DAF062 Digital Photography – Photographic Techniques.** This module will show you how to take a better photo using a digital camera tablet or smartphone. How to master photographic and printing techniques.
- **DAF086 Introduction to Managing Business Finance.** This module 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.
- **DAF0122 Introduction to Digital Media – part 1.** 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 and execute a short video, saving to a range of formats.
- **DAF0123 Introduction to Digital Media – part 2.** The course builds on an Introduction to Digital Media part 1 and provides an introduction to basic digital sound editing. The aim is to capture, edit and create a basic podcast using various audio files. The course also includes an introduction to basic web design where you will plan, create, edit and publish a basic 3 page website. On completion you may progress to the Higher Education Certificate in Digital Media, which a 2 year part time course.
- **DAF1012 Joomla The Open Source Web Design Editor.** This module 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.



Languages

Contact Sally Richardson, s.a.richardson@swansea.ac.uk, 01792 602211

Details can change at short notice and if you have not enrolled, please contact us before 4pm, to check if there is space on the course and it is running at the location, time and date specified before setting out. If you have missed the first class but would like to attend, please contact us on the email or telephone number above.

Our language modules meet the Common European Framework of Reference for Languages (CEFR) which divides learners into six levels. This guideline is used to describe achievements of learners of foreign languages across Europe and increasingly, in other countries. Its main aim is to provide a method of learning, teaching and assessing which applies to all languages in Europe. The six reference levels (see 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 module/stage descriptions below and/or attend the first class of your choice and speak to the Tutor. 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.

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- 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 module who have achieved credits within the last five years and/or attended 50% or more of the class.

Arabic								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE150A17 10 credits Level 4	Arabic Stage 1 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)
DAE151A17 10 credits level 4	Arabic Stage 1 part 2	Tuesday 09/01/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)
Stage 2								
DAE165A17 10 credits level 4	Arabic Stage 2 part 1	Monday 02/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)
DAE166A17 10 credits level 4	Arabic Stage 2 part 2	Monday 08/01/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Amr Gaber	£40 (c) £200 (f)

French								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE110A17 10 credits level 4	French Stage 1 part 1	Tuesday 26/09/2017	10	1:00pm	3:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Sandrine Perkins	£40 (c) £200 (f)
DAE110B17 10 credits level 4	French Stage 1 part 1	Monday 02/10/2017	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Kath Oakwood	£40 (c) £200 (f)
DAE111A17 10 credits level 4	French Stage 1 part 2	Tuesday 09/01/2018	10	1:00pm	3:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Sandrine Perkins	£40 (c) £200 (f)
DAE111B17 10 credits level 4	French Stage 1 part 2	Monday 15/01/2018	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Kath Oakwood	£40 (c) £200 (f)
Stage 2								
DAE126A17 10 credits level 4	French Stage 2 part 1	Friday 29/09/2017	10	1:00pm	3:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea SA2 8BP	Sandrine Perkins	£40 (c) £200 (f)
DAE126B17 10 credits level 4	French Stage 2 part 1	Monday 02/10/2017	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Kath Oakwood	£40 (c) £200 (f)
DAE127A17 10 credits level 4	French Stage 2 part 2	Friday 12/01/2018	10	1:00pm	3:00pm	Hazel Court, Maes Y Gollen, Sketty, Swansea, SA2 8BP	Sandrine Perkins	£40 (c) £200 (f)
Stage 3								
DAE157A17 10 credits level 4	French Stage 3 part 1	Wednesday 04/10/2017	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP Keir Hardie	Kath Oakwood	£40 (c) £200 (f)
DAE158A17 10 credits level 4	French Stage 3 part 2	Wednesday 27/09/2017	10	1:00pm	3:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Sandrine Perkins	£40 (c) £200 (f)
Stage 4								
DAE169A17 10 credits level 4	French Stage 4 part 1	Wednesday 10/01/2018	10	1:00pm	3:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Sandrine Perkins	£40 (c) £200 (f)
Stage 5								
DAE177A17 10 credits level 4	French Stage 5 part 1	Monday 25/09/2017	10	10:00am	12:00pm	Penclawdd Community Centre, Banc Bach, Penclawdd, Swansea, SA4 3FJ	Sandrine Perkins	£40 (c) £200 (f)
DAE178A17 10 credits level 4	French Stage 5 part 2	Monday 08/01/2018	10	10:00am	12:00pm	Penclawdd Community Centre, Banc Bach, Penclawdd, Swansea, SA4 3FJ	Sandrine Perkins	£40 (c) £200 (f)
DAE109A17 20 credits level 4	Aspects of French Culture and Language	Tuesday 26/09/2017	20	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Sandrine Perkins	£80 (c) £400 (f)

German								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE112A17 10 credits level 4	German Stage 1 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Sonja Grobert	£40 (c) £200 (f)
DAE113A17 10 credits level 4	German Stage 1 part 2	Tuesday 09/01/2018	10	4:00pm	6:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Sonja Grobert	£40 (c) £200 (f)
Stage 2								
DAE132A17 10 credits level 4	German Stage 2 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	David Davies	£40 (c) £200 (f)
DAE133A17 10 credits level 4	German Stage 2 part 2	Tuesday 09/01/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	David Davies	£40 (c) £200 (f)

Italian								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE116A17 10 credits level 4	Italian Stage 1 part 1	Monday 25/09/2017	10	12:30pm	2:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
DAE116B17 10 credits level 4	Italian Stage 1 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP KH419	Gabriele Luoni	£40 (c) £200 (f)
DAE117A17 10 credits level 4	Italian Stage 1 part 2	Tuesday 23/01/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP KH419	Gabriele Luoni	£40 (c) £200 (f)
DAE117B17 10 credits level 4	Italian Stage 1 part 2	Monday 22/01/2018	10	12:30pm	2:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
Stage 2								
DAE128A17 10 credits level 4	Italian Stage 2 part 1	Wednesday 04/10/2017	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP KH419	Gabriele Luoni	£40 (c) £200 (f)
DAE129A17 10 credits level 4	Italian Stage 2 part 2	Wednesday 24/01/2018	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP KH419	Gabriele Luoni	£40 (c) £200 (f)
Stage 3								
DAE159A17 10 credits level 4	Italian Stage 3 part 1	Monday 25/09/2017	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)

DAE160A17 10 credits level 4	Italian Stage 3 part 2	Monday 22/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
Stage 4								
DAE174A17 10 credits level 4	Italian Stage 4 part 2	Wednesday 27/09/2017	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
Stage 5								
DAE185A17 10 credits level 4	Italian Stage 5 part 1	Wednesday 24/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
Stage 6								
DAE187A17 10 credits level 4	Italian Stage 6 part 1	Wednesday 27/09/2017	10	12:30pm	2:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
DAE188A17 10 credits level 4	Italian Stage 6 part 2	Wednesday 24/01/2018	10	12:30pm	2:30pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£40 (c) £200 (f)
DAE140A17 20 credits level 4	Aspects of Italian Culture and Language	Friday 29/09/2017	20	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Guisseppina Nicastro - Walters	£80 (c) £400 (f)

Japanese

CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE124A17 10 credits level 4	Japanese Stage 1 part 1	Wednesday 04/10/2017	10	4:30pm	6:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Mari Okumura	£40 (c) £200 (f)
DAE124B17 10 credits level 4	Japanese Stage 1 part 1	Thursday 05/10/2017	10	6:30pm	8:30pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Mari Okumura	£40 (c) £200 (f)
DAE12C417 10 credits level 4	Japanese Stage 1 part 1	Wednesday 24/01/2018	10	6:30pm	8:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Mari Okumura	£40 (c) £200 (f)
DAE124D17 10 credits level 4	Japanese Stage 1 part 1	Thursday 25/01/2018	10	4:30pm	6:30pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Mari Okumura	£40 (c) £200 (f)
DAE125A17 10 credits level 4	Japanese Stage 1 part 2	Wednesday 24/01/2018	10	4:30pm	6:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Mari Okumura	£40 (c) £200 (f)
DAE125B17 10 credits level 4	Japanese Stage 1 part 2	Thursday 25/01/2018	10	6:30pm	8:30pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Mari Okumura	£40 (c) £200 (f)

Mandarin								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE155A17 10 credits level 4	Mandarin Stage 1 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	TBC	£40 (c) £200 (f)
DAE156A17 10 credits level 4	Mandarin Stage 1 part 2	Tuesday 06/02/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	TBC	£40 (c) £200 (f)
DAE167A17 10 credits level 4	Mandarin Stage 2 part 1	Tuesday 03/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	TBC	£40 (c) £200 (f)
DAE168A17 10 credits level 4	Mandarin Stage 2 part 2	Tuesday 06/02/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	TBC	£40 (c) £200 (f)

Portuguese								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE118A17 10 credits level 4	Portuguese Stage 1 part 1	Wednesday 25/09/2017	10	7:00pm	9:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Adriana Beddows	£40 (c) £200 (f)
DAE119A17 10 credits level 4	Portuguese Stage 1 part 2	Wednesday 08/01/2018	10	7:00pm	9:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Adriana Beddows	£40 (c) £200 (f)

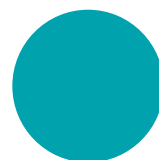
Spanish								
CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
Stage 1								
DAE122A17 10 credits level 4	Spanish Stage 1 part 1	Friday 29/09/2017	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)
DAE122B17 10 credits level 4	Spanish Stage 1 part 1	Wednesday 04/10/2017	10	1:00pm	3:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
DAE122C17 10 credits level 4	Spanish Stage 1 part 1	Thursday 05/10/2017	10	4:00pm	6:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Leanne Punter	£40 (c) £200 (f)
DAE123A17 10 credits level 4	Spanish Stage 1 part 2	Friday 19/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)
DAE123B17 10 credits level 4	Spanish Stage 1 part 2	Thursday 11/01/2018	10	4:00pm	6:00pm	Swansea University Bay Campus, Fabian Way, Crymlyn Burrows, Skewen, Swansea, SA1 8EN	Leanne Punter	£40 (c) £200 (f)

DAE123C17 10 credits level 4	Spanish Stage 1 part 2	Wednesday 10/01/2018	10	1:00pm	3:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
Stage 2								
DAE139A17 10 credits level 4	Spanish Stage 2 part 2	Tuesday 03/10/2017	10	5:30pm	7:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
Stage 3								
DAE163A17 10 credits level 4	Spanish Stage 3 part 1	Tuesday 09/01/2018	10	5:30pm	7:30pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
Stage 4								
DAE175A17 10 credits level 4	Spanish Stage 4 part 1	Wednesday 04/10/2017	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
DAE176A17 10 credits level 4	Spanish Stage 4 part 2	Tuesday 03/10/2017	10	1:00pm	3:00pm	Linden Christian Centre, Elmgrove Rd, West Cross, Swansea SA3 5LD	Leanne Punter	£40 (c) £200 (f)
DAE176B17 10 credits level 4	Spanish Stage 4 part 2	Wednesday 10/01/2018	10	4:00pm	6:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Leanne Punter	£40 (c) £200 (f)
Stage 5								
DAE189A17 10 credits level 4	Spanish Stage 5 part 1	Monday 25/09/2017	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)
DAE189B17 10 credits level 4	Spanish Stage 5 part 1	Tuesday 09/01/2018	10	1:00pm	3:00pm	Linden Christian Centre, Elmgrove Rd, West Cross, Swansea SA3 5LD	Leanne Punter	£40 (c) £200 (f)
DAE190A17 10 credits level 4	Spanish Stage 5 part 2	Monday 15/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)
Stage 6								
DAE191A17 10 credits level 4	Spanish Stage 6 part 1	Wednesday 27/09/2017	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)
DAE192A17 10 credits level 4	Spanish Stage 6 part 2	Wednesday 17/01/2018	10	10:00am	12:00pm	South Wales Miners' Library, Swansea University Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB	Cristina Cifuentes	£40 (c) £200 (f)

MODULE DESCRIPTIONS

The Common European Framework divides learners into three broad divisions that can be divided into six levels. At the end of the module you should be able to:

- **Stage 1.** 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.** 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.** 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.** 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.** 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.** 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.
- **DAE109 Aspects of French Culture and Language.** Students will carry out work both individually and in a group in the language they are studying, which will enable them to gain an in-depth introduction to important aspects of French culture and language/linguistics.
- **DAE140 Aspects of Italian Culture and Language.** Students will carry out work both individually and in a group in the language they are studying, which will enable them to gain an in-depth introduction to important aspects of Italian culture and language/linguistics.





Philosophy

Contact Claire Bannister, c.bannister@swansea.ac.uk, 01792 602211

Details can change at short notice and if you have not enrolled, please contact us before 4pm, to check if there is space on the course and it is running at the location, time and date specified before setting out. If you have missed the first class but would like to attend, please contact us on the email or telephone number above.

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 module who have achieved credits within the last five years and/or attended 50% or more of the class.

CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAJ008A17 10 credits level 3	Introduction to Philosophical Thinking	Thursday 21/09/2017	10	10:00am	12:00pm	One Stop Shop, 35 Singleton Street, Swansea, SA1 3QN	Jenni Jenkins	£40 (c) £200 (f)
DAJ009A17 10 credits level 3	Mystical Spirituality in Different Traditions Past and Present Part 1	Wednesday 04/10/2017	8	10:00am	12:30pm	One Stop Shop, 35 Singleton Street, Swansea, SA1 3QN	Judy Bruce	£40 (c) £200 (f)
DAJ013A17 10 credits level 3	'Youniverse' Explorer	Wednesday 10/01/2018	8	1:15pm	3:45pm	One Stop Shop, 35 Singleton Street, Swansea, SA1 3QN	Judy Bruce	£40 (c) £200 (f)
DAJ007A17 10 credits level 3	Why Should We Be Good? An Introduction to Moral Philosophy	Thursday 11/01/2018	10	10:00am	12:00pm	One Stop Shop, 35 Singleton Street, Swansea, SA1 3QN	Jenni Jenkins	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAJ007 Why Should We Be Good?** Introduction to Moral Philosophy. When we say we must do this or that or we say that others ought to do something, where does the force of this must or ought come from. It is duty or self-interest, compassion or altruism that motivates us to act morally. This module asks what moral values are and why we should be moral. After looking at several different moral theories we will ask whether they are applicable to some practical issues in the fields of medicine, law and science.
- **DAJ008 Introduction to Philosophical Thinking.** An introduction to some of the central questions in philosophy such as, how certain is our knowledge of anything, including ourselves. What can we take for granted? We will examine philosophical scepticism and ask are we right to be sceptical. We ask, how free are we, to what extent are our lives pre-determined? We look at morality, to what extent is it connected with our everyday lives and politics. We question why should we be good? There will be frequent discussions and debates.
- **DAJ009 Mystical Spirituality in Different Traditions, Past and Present Part 1.** Students will study mystical spirituality from past to present and its useful relationship (or not) to contemporary society and culture. We will look at the lives and influence of a selection of spiritual teachers from different religious traditions, discuss 'human potential' its repercussions on contemporary attitudes.
- **DAJ013 'Youniverse' Explorer.** In this module we will explore what and who we are in the world of looking at such topics as origins in myths, science and experience; the building blocks of nature from quantum particles to galaxies; mind and matter, energy and spirit; concepts of identity, self and others; what is it to be human; life as growth and development; humanity and environment, initiatives for stewardship.



Psychology

Contact Sally Richardson, s.a.richardson@swansea.ac.uk, 01792 602211

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- 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 module who have achieved credits within the last five years and/or attended 50% or more of the class.

CODE/ CREDITS	MODULE NAME	START DATE	WEEKS	START TIME	END TIME	LOCATION	TUTOR	COST
DAM016K17 10 credits level 3	Child Psychology	Tuesday 26/09/2017	10	9:30am	11:30am	NSA, Bevan Avenue, Sandfields, Port Talbot, SA12 7EX	TBC	£40 (c) £200 (f)
DAM016G17 10 credits level 3	Child Psychology	Monday 02/10/2017	10	1:00pm	3:00pm	Forge Fach Community Resource Centre, Hebron Road, Clydach, Swansea, SA6 5EJ	Eira Thomas	£40 (c) £200 (f)
DAM016A17 10 credits level 3	Child Psychology	Thursday 05/10/2017	10	10:00am	12:00pm	Phoenix Centre, Powys Avenue, Townhill, Swansea, SA1 6PH	Ros Lajevardi	£40 (c) £200 (f)
DAM014A17 10 credits level 3	Criminal Psychology	Thursday 05/10/2017	10	6:00pm	8:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Kiera Lee	£40 (c) £200 (f)
DAM014B17 10 credits level 3	Criminal Psychology	Friday 06/10/2017	10	10:00am	12:00pm	DOVE Workshop, Roman Road, Banwen, Neath, SA10 9LW	Eira Thomas	£40 (c) £200 (f)
DAM016G217 10 credits level 3	Child Psychology	Monday 08/01/2018	10	1:00pm	3:00pm	Forge Fach Community Resource Centre, Hebron Road, Clydach, Swansea, SA6 5EJ	Eira Thomas	£40 (c) £200 (f)
DAM01C417 10 credits level 3	Criminal Psychology	Thursday 11/01/2018	10	10:00am	12:00pm	Phoenix Centre, Powys Avenue, Townhill, Swansea, SA1 6PH	Ros Lajevardi	£40 (c) £200 (f)
DAM004A17 10 credits level 3	What is Psychology?	Thursday 11/01/2018	10	6:00pm	8:00pm	Swansea University, Singleton Park Campus, Swansea, SA2 8PP	Kiera Lee	£40 (c) £200 (f)
DAM004B17 10 credits level 3	What is Psychology?	Friday 12/01/2018	10	10:00am	12:00pm	DOVE Workshop, Roman Road, Banwen, Neath, SA10 9LW	Eira Thomas	£40 (c) £200 (f)

MODULE DESCRIPTIONS

- **DAM004 What is Psychology?** This module will look at Psychology as a science of mind and behaviour, explaining psychological development in terms of psychological theories.
- **DAM014 Criminal Psychology.** 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.
- **DAM016 Child Psychology.** 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.

ENROLMENT FORM

Complete ALL sections of this form **BLOCK CAPITALS**. The information you provide will form the basis of your Student Record with Swansea University.

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

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 financial assistance - see page 7. Contact us for details.

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

No disability

Information refused

Blind or serious visual impairment

Deaf or serious hearing impairment

Physical impairment or mobility issues

Other disability not mentioned

Mental Health condition

Longstanding illness or condition

Two or more impairments and/or disabling medical conditions

Social/Communication impairment

A specific learning disability e.g. dyslexia

Are you in receipt of Disabled Students Allowance: Yes No

If you require additional support, please complete the form on page 41.

SECTION 5. PREVIOUS QUALIFICATIONSHighest Qualification to date: *Please specify:* _____ No formal qualifications

If you have a Higher Education qualification:

Where did you study: _____ Year of Graduation: _____

SECTION 6. ETHNICITY

- White White – Irish White – English, Welsh, Scottish, Northern Irish, British White – Scottish
 White – Irish Traveller White – Gypsy or Traveller Other White background
 Black or Black British – Caribbean Black or Black British – African Other Black Background
 Asian or Asian British – Bangladeshi Asian or Asian British – Indian
 Asian or Asian British – Pakistani Chinese Other Asian background
 Mixed – White and Black Caribbean Mixed – White and Black African Mixed – White and Asian
 Other Mixed Background Arab Other Ethnic background Not known
 Information Refused

SECTION 7. 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 8. MARKETING INFORMATION

How did you hear about the course?

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

SECTION 9. PAYMENT

Indicate your preferred method of payment.

- Debit/Credit card** - Credit card payments have a non-refundable 1.5% handling charge
 Cheque - enclose your cheque made payable to Swansea University
 In Person - call in to DACE between 10am-4pm. Please do not send cash through the post.

SECTION 10. DECLARATION

- I confirm that I am over 18 at the start of the course and accept the terms and conditions of enrolment with Swansea University and that the information on this form is correct.

Signed: _____ Date: _____

Enrolments are subject to the terms and conditions of Swansea University.

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

FFURFLEN GOFRESTRU

Cwblhewch BOB adran o'r ffurflen hon mewn LLYTHRENNAU BRAS. Bydd yr wybodaeth a ddarparwch yn sail eich Cofnod Myfyriwr gyda Phrifysgol Abertawe.

ADRAN 1. EICH DEWIS CWRS

Côd y Cwrs: _____ Enw'r Cwrs: _____ £ _____

Côd y Cwrs: _____ Enw'r Cwrs: _____ £ _____

ADRAN 2. MANYLION Y MYFYRIWR

A ydych yn fyfyrwr presennol neu wedi astudio o'r blaen gydag Adran Addysg Barhaus Oedolion/Prifysgol Abertawe? Ydw Nac ydw

Os ydych yn fyfyrwr presennol ym Mhrifysgol Abertawe, rhowch eich cyfeiriad cartref yn hytrach na'ch cyfeiriad yn ystod y tymor, a'ch Rhif Myfyriwr.

Teitl: Mr/Mrs/Miss/Ms/Y Parch/Dr/Yr Athro _____

Rhif Myfyriwr (os ydych yn ei wybod): _____

Cyfenw: _____

Cyfenw'n 16 oed (os yw'n wahanol): _____

Enw Blaen 1: _____

Enw Blaen 2: _____

Cyfeiriad Cartref: _____

_____ Côt Post: _____

E-bost: _____

Ffôn symudol: _____

Rhif ffôn yn ystod y dydd: _____

Rhif ffôn gyda'r hwyr: _____

Dyddiad Geni: _____

Rhyw: Gwryw Benyw

Oes gennych unrhyw gollfarn droseddol heb ddarfod: Oes Nac oes

Os oes, gofynnir i chi gwblhau ffurflen gollfarn sy'n gofyn am wybodaeth ynghylch natur y gollfarn/rhybuddiad. Ni chaff cofnodion troseddol eu hystyried oni fydd y gollfarn yn berthnasol.

Siaradwr Cymraeg rhugl Siarad Cymraeg, ond ddim yn rhugl Ddim yn siarad Cymraeg

ADRAN 3. STATWS CYFLOGAETH A CHATEGORI FFI OEDD

Os ydych yn newydd i Addysg Uwch neu'n gwella'ch cymwysterau, mae'n bosibl y byddwch yn gymwys i dderbyn cymorth ariannol - gweler tudalen 7. Cysylltwch â ni am fanylion.

Ffi Gonsesiwn. Rwyf:

- Yn gweithio lai nag 16 yr wythnos (yn cynnwys hunangyflogaeth)
- Wedi ymddeol
- Yn ddi-waith neu'n ddigyflog

Ffi Lawn. Rwyf:

- Yn gweithio 16 awr yr wythnos neu fwy (gan gynnwys hunangyflogaeth)
- Yn ail-wneud modiwl

ADRAN 4. ANGHENION CYMORTH YCHWANEGOL

- Dim anabled
- Cyflwr iechyd meddwl
- Salwch neu gyflwr hirdymor
- Dau neu fwy o namau a/neu gyflyrau meddygol anablu
- Nam Cymdeithasol/Cyfathrebu
- Anabledd dysgu penodol e.e. dyslecsia
- Gwrthod rhoi gwybodaeth
- Dall neu nam difrifol ar y golwg
- Byddar neu nam difrifol ar y clyw
- Nam corfforol neu broblemau symudedd
- Anabledd arall heb ei grybwyll

Ydych chi'n derbyn Lwfans Myfyrwyr Anabl: Ydw Nac Ydw

Os oes angen cymorth ychwanegol arnoch, cwblhewch y ffurflen ar dudalen 43.

ADRAN 5. CYMWYSTERAU BLAENOROL

Eich cymhwyster uchaf hyd yma: *rhowch fanylion* _____

Dim cymwysterau ffurfiol

Os oes gennych gymhwyster Addysg Uwch:

Ble buoch yn astudio: _____ Blwyddyn Graddio: _____

ADRAN 6. ETHNIGRWYDD

- Gwyn Asiaidd neu Asiaidd Prydeinig - Indiaidd Asiaidd neu Asiaidd Prydeinig – Pacistanaid
- Gwyn – Gwyddelig Tsieineaidd Gwyn – Saesneg, Cymreig, Albanaid, Gogledd Iwerddon, Prydeinig
- Cefndir Asiaidd Arall Cymysg – Gwyn a Du Caribiaidd Gwyn – Albanaid
- Cymysg – Gwyn a Du Affricanaidd Gwyn – Teithiwr Gwyddelig Cymysg Gwyn ac Asiaidd
- Gwyn – Sipsi neu Deithiwr Cefndir Cymysg Arall Cefndir Gwyn Arall Arabaidd
- Du neu Ddu Prydeinig - Caribiaidd Du neu Ddu Prydeinig – Affricanaidd Cefndir Du Arall
- Asiaidd neu Asiaidd Prydeinig – Bangladeshaid Cefndir Ethnig Arall Ddim yn Hysbys
- Gwrthod Rhoi Gwybodaeth

ADRAN 7. STATWS PRESWYL A CHENEDLIGRWYDD

Gwlad breswyl barhaol: _____ Cenedligrwydd ar eich pasbort: _____

Oes gennych statws preswlydd y DU? Oes Nac Oes

Hunaniaeth Genedlaethol: (Gwladolion y DU yn unig):

Prydeinig Saesneg Gwyddelig Cymreig Albanaid Arall

**Os nad ydych yn ddinesydd yr Ardal Economaidd Ewropeaidd, cysylltwch â ni.*

ADRAN 8. GWYBODAETH FARCHNATA

Sut clywsoch chi am y cwrs?

Gwefan Llyfryn Taflen/poster Hysbyseb Lleoliad/Canolfan Cyfryngau Cymdeithasol Arall

ADRAN 9. TALU

Nodwch sut hoffech dalu.

Cerdyn Debyd/Credyd - bydd AABO yn ffonio i gymryd eich taliad. Ychwanegir tâl gweinyddol o 1.5% at daliadau drwy gerdyn credyd. Ni chaiff hwn ei ad-dalu.

Siec - amgaewch siec yn daladwy i "Prifysgol Abertawe".

Yn bersonol - dewch i AABO rhwng 10am a 4pm. Peidiwch ag anfon arian parod drwy'r post.

ADRAN 10. DATGANIAD

Cadarnhaf fy mod yn derbyn amodau a thelerau cofrestru Prifysgol Abertawe a bod yr wybodaeth ar y ffurflen hon yn gywir.

Llofnod: _____ Dyddiad: _____

Mae pob cofrestrriad yn amodol ar amodau a thelerau Prifysgol Abertawe.
Dychwelwch y ffurflen hon i'r Adran Addysg Barhaus Oedolion, Adeilad Keir Hardie, Prifysgol Abertawe,
Parc Singleton, Abertawe SA2 8PP. Ffôn 01792 602211, e-bost adult.education@abertawe.ac.uk

APPLICATION FOR PART-TIME FEE WAIVER 2017-2018

I wish to apply for fee waiver for the Accredited Programme 2017-2018. **Please complete this form in full and read the eligibility criteria on page 7 before completing this form.**

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

- Universal Credit
 Income Support
 Working Tax Credits
 Housing Benefit
 Income Based Job Seekers Allowance
 Council Tax Reduction
 Pension Credit

I am in receipt of:

- Severe Disablement Allowance
 Disability Living Allowance
 Attendance Allowance
 Incapacity Benefit
 Carer's Allowance
 Personal Independent Payment
 Employment and Support Allowance

- 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 the 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 2017-18 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

CAIS I HEPGOR FFI RAN-AMSER 2017-2018

Hoffwn wneud cais i ffioedd gael ei hepgor ar gyfer y Rhaglen Achrededig 2017-2018. **Llenwch bob rhan o'r ffurflen hon a darllenwch y meini prawf cymhwyso ar dudalen 7 cyn cwblhau'r ffurflen hon.**

Enw Llawn (Mr/Mrs/Ms/Miss):	_____
Cyfeiriad:	_____
_____	_____
_____	Côd post: _____
Rhif ffôn yn ystod y dydd:	_____ Rhif ffôn gyda'r hwyr: _____
Eich cymhwyster addysgol uchaf hyd yn hyn:	_____
Côd y Modiwl(au) rydych wedi cofrestru/yr hoffech gofrestru arnynt:	_____

Cadarnhaf fy mod yn bodloni o leiaf un o'r amodau isod: *(ticiwch bob blwch perthnasol)*

Mae fy nheulu yn derbyn:

- Credyd Cynhwysol Cymhorthdal Incwm Credydau Treth Gwaith Budd-dal Tai
 Lwfans Ceisio Gwaith ar Sail Incwm Gostyngiad ar Dreth y Cyngor Credyd Pensiwn

Rwy'n derbyn:

- Lwfans Anabledd Difrifol Lwfans Byw i'r Anabl Lwfans Gweini
 Budd-dal Analluogrwydd Lwfans Gofalwr Taliad Annibyniaeth Personol
 Lwfans Cyflogaeth a Chymorth

- Rwyf wedi fy nghofrestru fel ceisiwr gwaith ac rwyf wedi bod yn gofrestredig felly am gyfnod parhaus heb fod yn llai na chwe wythnos cyn dyddiad y cais i hepgor ffioedd
 Budd-dal sy'n destun prawf modd yw unig incwm fy nheulu

Cofiwch amgáu'r dystiolaeth ddogfennol berthnasol. Heb hon, ni ellir prosesu'ch cais a bydd rhaid i chi dalu ffioedd.

Llofnod: _____ Dyddiad: _____

Mae'r cais hwn yn berthnasol i flwyddyn academiaidd 2017-18 yn unig. Rhaid gwneud cais newydd ar gyfer pob blwyddyn. Dylech roi gwybod i'r Adran Addysg Barhaus Oedolion ar unwaith os bydd eich amgylchiadau'n newid mewn unrhyw ffordd a allai effeithio ar eich hawl i hepgor y ffi ran-amser. Ni fyddwn yn cysylltu â chi oni bai bod eich cais wedi bod yn aflwyddiannus.

Dychwelwch y ffurflen hon i'r Adran Addysg Barhaus Oedolion, Adeilad Keir Hardie, Prifysgol Abertawe, Parc Singleton, Abertawe SA2 8PP. Ffôn: 01792 602211, E-bost: adult.education@abertawe.ac.uk

SPECIFIC NEEDS QUESTIONNAIRE FOR SHORT COURSES

The main purpose of this form is:

- To give you the opportunity to disclose in further detail the nature of your disability/specific need/mental health/medical condition, and to describe how you feel your needs impact on your academic experience at Swansea University.
- To enable the Disability Office/Wellbeing Service to provide you with timely and effective advice.
- To define reasonable adjustments that may need to be made in relation to the environment.
- To ensure where necessary, relevant staff are aware of your requirements and able to support you.

PERSONAL DETAILS

Student Number (if known): _____

Forename: _____ Surname: _____

Email: _____ Telephone Number: _____

Correspondance address: _____

 _____ Postcode: _____

COURSE OF STUDY

At which site will you be studying? _____

Name of course leader: _____ Date of commencing course: _____

Course title: _____

DETAILS ABOUT YOUR SPECIFIC NEEDS-NATURE OF YOUR SPECIFIC NEEDS/DISABILITY/MEDICAL HEALTH ISSUE.

Supporting evidence - Please return your questionnaire with supporting evidence of your medical condition/disability.

Evidence submitted: _____

Mobility and Orientation

Do you have difficulties with using steps and require use of lift/ramped access? Yes No

Do you have difficulties walking long distances? Yes No

In the event of a fire, are you able to evacuate the building independantly? Yes No

Examination/inclass assessment - If you require specific examination/test provisions, we will require supporting evidence before we can organise this for you

25% extra time: Yes No

Use of a reader: Yes No

Use of a scribe: Yes No

Use of a computer: Yes No

Access to a toilet: Yes No

10 minutes rest breaks per hour: Yes No

Enlarged papers: Yes No If YES, which size and font do you require? _____

Visual Impairment support-if applicable

Do you require materials such as lectures notes/handouts/reading lists in an alternative format? Yes No

If yes, please advise which format do you require? (*electronic, braille, enlarged print*) _____

Do you use screenreading software/computer? Yes No

If yes, please advise which software you use: _____

Hearing impairment-if applicable

Do you use BSL sign language? Yes No Do you require any support with taking notes? Yes No

Do you lipread? Yes No

PRIVACY STATEMENT**What information we collect?**

Swansea University is the 'Controller' of the personal data you provide to us. The University has a duty to ensure that you have a clear opportunity to disclose information relating to your disability and any specific requirements you may have, in a way which will not affect your treatment. Information pertaining to an individual's disability is defined as special categories of personal data (sensitive). The University is committed to protecting the rights of students and student data under current Data Protection legislation.

Why we collect this information?

The information we collect via this form will enable us to make reasonable adjustments your College and potentially other services e.g. Residences, Occupational Health within the University of any adjustments that need to be made.

How long we keep it?

Any information concerning your disability/specific need/medical condition provided to the Disability Office will be held securely for 7 years and thereafter will be destroyed.

Who we may share your data with?

To make an effective response to your disclosure the Disability Office may need to communicate disclosed information to appropriate members of staff for example those involved in teaching, accommodation, libraries, attendance monitoring etc. In exceptional circumstances the Disability Office may pass disclosed information to a third party (i.e. Fitness to practice) without consent where there is believed to be serious risk to the health and safety of yourself and/or others.

What are your rights?

For further information on how your information is used, how Swansea University maintains the security of your information and your rights to access information the University holds on you, please visit the University Data Protection website: www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionatswanseauniversity.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer is Bev Buckley and can be contacted via dataprotection@swansea.ac.uk. If you are not satisfied with our response or believe we are processing your data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).

STUDENT AGREEMENT

- I agree to the Disability Office using my information for the purposes specified above;
- I confirm that all the information provided is correct to the best of my knowledge.

Signature: _____ Date: _____ Print Name: _____

Or

- I wish the disclosed information to be kept confidential between myself and the Disability Office and I accept that I cannot expect any adjustment as a result of my disability/specific need/medical condition, other than those that would normally be available through the University's fulfillment of it 'anticipatory duty';
- I confirm that all the information provided is correct to the best of my knowledge.

Signature: _____ Date: _____ Print Name: _____

Please return your completed questionnaire by either posting to: **Disability Office Assessment Centre Grove Extension Singleton Park Swansea SA2 8PP**. Or as a scanned PDF document by email to: Disability@swansea.ac.uk

ANGHENION PENODOL HOLIADUR AR GYFER CYRSIAU BYR

Prif bwrpas y ffurflen hon yw:

- I rhoi'r cyfle i chi ddatgelu mwy o fanylion natur eich anghenion anabledd/anghenion penodol/iechyd meddwl/cyflwr meddygol, ac i ddisgrifio sut rydych yn teimlo mae'n anghenion yn effeithio ar eich profiad academaidd yn Brifysgol Abertawe
- Er mwyn galluogi'r swyddfa anabl/gwasanaeth lles i ddarparu cyngor amserol ac effeithiol
- I ddiffinio addasiadau rhesymol a all fod angen eu gwneud mewn perthynas â'r amgylchedd
- Er mwyn sicrhau bod y staff yn ôl yr angen, perthnasol yn ymwybodol o'ch anghenion a gallu eich cefnogi

MANYLION PERSONOL

Rhif myfyriwr (Os yw'n hysbys): _____

Enw cyntaf: _____ Cyfenw: _____

E-bost: _____ Rhif ffon: _____

Gohebiaeth Cyfeiriad: _____

_____ Cod Post: _____

CWRS ASTUDIAETH

Ble bydd safle'r cwrs yr ydych yn astudio? _____

Enw arweinydd y cwrs: _____ Dyddiad dechrau'r cwrs: _____

Teitl y cwrs: _____

MANYLION AM EICH ANGHENION PENODOL-NATUR EICH ANGHENION PENODOL/ANABLEDD/PROBLEM IECHYD MEDDYGOL

Tystiolaeth ategol - *Dychwelwch eich holiadur gyda thystiolaeth o'ch cyflwr meddygol/anabledd.*

Dystiolaeth a Gyflwynwyd: _____

Symudedd a Chyfeiriadedd

A oes gennych anawsterau wrth ddefnyddio grisiau ac mae angen defnyddio lifft/ramp mynediad? Ie Na

A oes gennych anhawster cerdded pellteroedd hir? Ie Na

Mewn achos o dân, a ydych yn gallu gadael yr adeilad yn annibynnol? Ie Na

Arholiad / Aseidiadau dosbarth - *Os oes angen darpariaethau arholiad / prawf penodol benodol, byddwn yn gofyn am dystiolaeth ategol cyn y gallwn drefnu hyn ar eich cyfer.*

25% amser ychwanegol: Ie Na

Darllenydd: Ie Na

Ysgrifennydd: Ie Na

Cyfrifiadur: Ie Na

Mynediad i toiled: Ie Na

10 munud egwyl gorffwys: Ie Na

Papurau Chwyddedig: Ie Na

Os IE, pa faint a ffont ydych chi ei angen? _____

Cefnogaeth nam ar y golwg - os yw'n berthnasol

Oes arnoch angen deunyddiau fel darlith nodiadau/taflenni/rhestrau darllen mewn fformat arall? Ie Na

Os Ie, a allwch rhoi wybod pa fformat yr ydych ei angen? (*electronig, braille, print electronig chwyddo*) _____

A ydych yn defnyddio meddalwedd darllen sgrin/cyfrifiadur? Ie Na

Os Ie, allwch rhoi wybod pa meddalwedd yr ydych yn defnyddio: _____

Nam ar y clyw – os yn berthnasol

A ydych yn defnyddio iaith arwyddion BSL? Ie Na

A oes angen unrhyw gymorth gyda chymryd nodiadau? Ie Na A ydych yn darllen gwefusau? Ie Na

DATGANIAD PREIFATRWDD**Pa wybodaeth rydym yn ei chasglu?**

Prifysgol Abertawe yw'r 'Rheolwr' o'r data personol a ddarperir gennych i ni. Mae gan y Brifysgol ddyletswydd i sicrhau eich bod yn cael cyfle clir i ddatgelu gwybodaeth yn ymwneud â'ch anabledd ac unrhyw ofynion penodol sydd gennych, mewn modd na fydd yn effeithio ar eich triniaeth. Mae gwybodaeth sy'n ymwneud ag anabledd unigolyn yn ei ddiffinio fel categorïau arbennig o ddata personol (sensitif). Mae'r Brifysgol wedi ymrwmo i warchod hawliau myfyrwyr a data myfyriwr o dan ddeddfwriaeth Diogelu Data gyfredol.

Pam rydym yn casglu y wybodaeth hon?

Bydd y wybodaeth a gasglwn drwy'r ffurflen hon yn ein galluogi i wneud addasiadau rhesymol yn eich Coleg ac yn bosibl gwasanaethau eraill e.e. Preswylfeydd, Iechyd Galwedigaethol yn y Brifysgol am unrhyw addasiadau y mae angen eu gwneud.

Pa mor hir yr ydym yn ei gadw?

Bydd unrhyw wybodaeth sy'n ymwneud â'ch anabledd/angen penodol/cyflwr meddygol a roddir i'r Swyddfa Anableddau yn cael ei gadw'n ddiogel am 7 mlynedd ac ar ôl hynny bydd yn cael ei dinistrio.

Pwy efallai y byddwn yn rhannu eich data gyda?

I wneud ymateb effeithiol i'ch datgeliad efallai bydd angen i'r Swyddfa Anableddau i gyfathrebu gwybodaeth a ddatgelir i aelodau priodol o staff er enghraifft y rhai sy'n ymwneud â dysgu, llety, llyfrgelloedd, monitro presenoldeb ac ati. Mewn amgylchiadau eithriadol, gall y Swyddfa Anableddau pasio gwybodaeth a ddatgelir i drydydd parti (h.y. Addasrwydd i ymarfer) heb ganiatâd lle credir bod yna risg ddifrifol i iechyd a diogelwch eich hun ac/neu eraill.

Beth yw eich hawliau?

Am ragor o wybodaeth am sut y defnyddir eich gwybodaeth, sut mae Prifysgol Abertawe yn cynnal diogelwch eich gwybodaeth a'ch hawliau i gael mynediad at wybodaeth y mae'r Brifysgol yn ei dal amdanoch chi, ewch i wefan Diogelu Data y Brifysgol: www.swansea.ac.uk/cy/y-brifysgol/safon-fyd-eang/swyddfaris-ganghellor/cydymffurfedd/diogeludataymmhrifysgolabertawe/rheoli-cofnodion Os ydych yn dymuno godi cwyn am sut rydym wedi delio â'ch data personol, gallwch gysylltu â'n Swyddog Diogelu Data a fydd yn ymchwilio mewn i'r mater. Ein Swyddog Diogelu Data yw Bev Buckley a gellir cysylltu drwy dataprotection@swansea.ac.uk. Os nad ydych yn fodlon ar ein hymateb, neu'n credu ein bod yn prosesu eich data heb fod yn unol â'r gyfraith, gallwch gwyno i Swyddfa'r Comisiynydd Gwybodaeth (ICO).

CYTUNDEB MYFYRWYR

- Rwy'n cytuno i'r Swyddfa Anableddau ddefnyddio fy gwybodaeth at y dibenion a nodir uchod;
- Rwy'n cadarnhau bod yr holl wybodaeth a ddarperir yn gywir hyd eithaf fy ngwybodaeth.

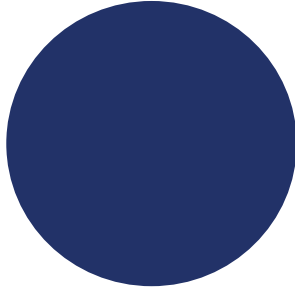
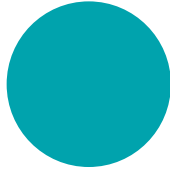
Llofnod: _____ Dyddiad: _____ Argraffu Enw: _____

Neu

- Rwy'n dymuno i'r wybodaeth a ddatgelir gael ei gadw'n gyfrinachol rhyngof i a'r Swyddfa Anabledd a derbynïaf na allaf disgwyl unrhyw addasiad o ganlyniad fy anabledd / angen penodol / cyflwr meddygol, heblaw am y rhai a fyddai fel arfer ar gael trwy gyflawniad y Brifysgol o'i 'ddyletswydd ragflaenorol';
- Rwy'n cadarnhau bod yr holl wybodaeth a ddarperir yn gywir hyd eithaf fy ngwybodaeth

Llofnod: _____ Dyddiad: _____ Argraffu Enw: _____

Dychwelwch eich holiadur wedi'i gwblhau naill ai drwy bostio i: **Swyddfa Anabledd, Canolfan Asesu Estyniad Grove Parc Singleton Abertawe SA2 8PP**. Neu fel ddogfen PDF wedi sganio drwy e-bost at: anableddau@abertawe.ac.uk Os hoffech rhywfaint o gymorth neu os oes gennych gwestiynau, ffoniwch: 01792 606617



HIGHER EDUCATION CERTIFICATES AND DIPLOMAS

Study a combination of HE accredited modules in Digital Media or Counselling Skills over a period of two to four years to achieve 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. See page 52 for further information on courses costs and financial support.

TYSTYSGRIFAU A DIPLOMÂU ADDYSG UWCH

Cewch astudio cyfuniad o fodiwlau Addysg Uwch achrededig mewn Cyfryngau Digidol neu Sgiliau Cwnsela dros gyfnod o ddau i pedair blynedd i ennill Tystysgrif Addysg Uwch neu Ddiploma. Mae'n ofynnol i bob myfyriwr Tystysgrif a Diploma astudio 60 credyd y flwyddyn.

Gall myfyrwyr cymwys wneud cais am Fenthyciad Ffioedd Dysgu a Grant Cwrs i dalu ffioedd cwrs ac unrhyw gostau astudio ychwanegol ar gyfer y rhaglenni Tystysgrif a Diploma Addysg Uwch hyn. Gweler tudalen 52 am wybodaeth bellach am gostau cyrsiau a chymorth ariannol.



Counselling Skills and Professional Development

Contact Rachel Brimble, r.e.brimble@swansea.ac.uk, 01792 602534

HIGHER EDUCATION CERTIFICATE IN COUNSELLING SKILLS

The Certificate Programme is offered on a part-time basis over two academic years. Students receive comprehensive training in the theory and practice of counselling and counselling skills.

The aim of the Certificate is:

- To enhance the skills and knowledge of people working in a range of careers, including health care professions, emergency services, education, social work and other disciplines that involve working with people.
- To prepare students for progression onto training as professional practitioners in Psychotherapeutic Counselling.

Students will be required to attend one day a week, 10am- 5pm and will be offered in Swansea.

MODULES STUDIED:

Year 1

Essential Qualities of a Helping Relationship **DAF1008**
 Developing Counselling Skills **DAF189**
 Therapeutic Interpersonal Processes (Process Module 1) **DAF144**

Year 2

Society and Self – How we become who we are **DAF190**
 Counselling Theories **DAF1009**
 Professional Development (Process Module 2) **DAF1010**

ENTRY REQUIREMENTS

Prospective students will usually have completed at least two introductory modules in counselling, one of which must be at Level 4. However, applicants with equivalent qualifications or those who have sufficient relevant experience will also be considered.

APPLICATION PROCESS:

- Complete the application form on page 59 of this brochure.
- You will be invited to attend an information event to assess suitability for the course.
- You will also be required to attend an interview.

COURSE FEES

£1,300 per year (for further information on fees and financial support see pages 52)



Swansea University
Prifysgol Abertawe



HIGHER EDUCATION DIPLOMA IN PSYCHOTHERAPEUTIC COUNSELLING

AIM AWARD LEVEL 5 DIPLOMA IN PSYCHOTHERAPEUTIC COUNSELLING (QCF)

The Diploma Programme is offered on a part-time basis over two academic years. On successful completion of the course, students will be eligible for a Swansea University Diploma in Psychotherapeutic Counselling (Level 5) and AIM Awards Diploma (Level 5). AIM Awards is a national awarding body for Counselling Qualifications.

Successful students will be fully-qualified psychotherapeutic counselling practitioners, eligible to work towards British Association of Counselling and Psychotherapy (BACP) Accreditation and for inclusion on BACP's Register.

Students will be required to attend one day a week, 10am-3pm and will be offered in Swansea.

THE MODULES STUDIED:

Year 1

Counselling Practicum (1) **DAF243**
 Counselling Supervision, Ethical and Legal Issues **DAF218**
 Approaches to Working with Grief and Loss **DAF238**
 Cognitive Behavioural Theory **DAF241**
 Reflective Practice and Academic Writing **DAF242**

Year 2

Counselling Practicum (2) **DAF244**
 Research in Counselling **DAF239**
 Approaches to Working with Anxiety **DAF240**
 Synoptic Reflection in Counselling Practice and Theory **DAF219**
 Final Examination

On successful completion of the course you will have:

- fulfilled the relevant practitioner training criteria for eligibility to work towards BACP Accreditation,
- become a reflective practitioner, consciously competent in your counselling practice,
- built upon your existing knowledge of counselling theory and developed the ability to use advanced counselling skills,

- a good understanding of the inter-relationship between theory and practice,
- had the opportunity to acquire a deep insight into your own capacity, capability and limitations to engage effectively in a wide range of complex presenting issues,
- understood the importance of research in Counselling and Psychotherapy.

ENTRY REQUIREMENTS

- Applicants will be required to have a HE Certificate in Counselling Skills (Level 4), or an equivalent qualification.

APPLICATION PROCESS:

- Complete the application form on page 59 of this brochure.
- You will be invited to attend an information event to determine suitability for the course and to clarify expectations.
- You will be required to complete a written assessment demonstrating personal qualities and skills requisite for working safely, competently and ethically with clients in accordance with the BACP Ethical Framework for Good Practice.
- You will also be required to attend an interview.

SUPERVISED COUNSELLING PLACEMENT

Before being offered a place on the course, students will need to have obtained the firm offer of a supervised counselling placement and to show evidence of this. Evidence will be needed of a minimum of 100 hours of supervised practice over the two years of study. You may need to pay for some supervision if the hours offered in the placement are insufficient to meet BACP criteria.

Successful applicants will be required by their placements to have an up to date DBS check. The current cost of a DBS check is £18.00 plus VAT. In some instances this cost may be covered by the placement.

Personal Therapy* (minimum 25 hours) is mandatory and payment for this is the responsibility of the student.

COURSE FEES AND ADDITIONAL COURSE COSTS:

£1,500 per year. The HE Diploma in Psychotherapeutic Counselling fees are inclusive of the registration and examination fees for the AIM Award level 5 Diploma in Psychotherapeutic Counselling. For further information on fees and financial support see page 52.

*Supervisor and personal therapist costs start from £25.00 up to £45.00 per hour.

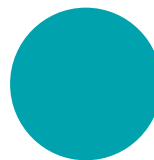
Some supervisors and personal therapists offer student rates and individuals are advised to enquire about this when making arrangements.

ADDITIONAL INFORMATION:

To apply, please complete the application form on page 59 of this brochure and return it to Mrs Rachel Brimble at the earliest convenience. The closing date for applications is Friday 8th September 2017.

If you are interested in studying short, stand-alone HE Accredited Modules in Counselling Skills and Professional Development, please page 12 of this brochure.

If you would further information about any of these counselling courses, contact Janet Reeves, j.e.reeves@swansea.ac.uk or Rachel Brimble, r.e.brimble@swansea.ac.uk, 01792 602534.





Digital Media

Contact Rachel Brimble, r.e.brimble@swansea.ac.uk, 01792 602534

HIGHER EDUCATION CERTIFICATE IN DIGITAL MEDIA

*This course will be starting in September 2018

Higher Education Certificate in Digital Media programme is offered on a part-time basis over two academic years, where students will study 120 credits at Level 4. This course offers students the opportunity to gain skills in a variety of multi-media tools and techniques. It provides comprehensive training with a strong practical element that encourages students to actively participate in their learning.

ENTRY REQUIREMENTS

Applicants for the HE Certificate in Digital Media are required to have an IT qualification equivalent to the European Computer Driving Licence (ECDL) or be able to demonstrate a good level of IT knowledge to be able to study at this level. They must be capable of file management and have some experience of working with images.

HIGHER EDUCATION DIPLOMA IN DIGITAL MEDIA

*This course will be starting in September 2018

The Higher Education Diploma in Digital Media programme provides progression from the Higher Education Certificate and is offered on a part-time basis over two academic years to gain 120 credits at Level 5. Applicants must have achieved a Higher Education Certificate in Digital Media or have an equivalent qualification or relevant experience. This builds on the digital media skills developed on the certificate.

ENTRY REQUIREMENTS

Applicants must have achieved a Higher Education Certificate in Digital Media at Level 4, or hold an equivalent qualification to be eligible for entry on to this course. Students will be interviewed by appropriate DACE staff to assess their existing IT skills and suitability for the programme.

DACE also offers a range of short, stand-alone HE Accredited Modules in IT and Multimedia, please see page 19 of this brochure.

For further information about all our IT programmes, please contact Rachel Brimble on 01792 602534 or email r.e.brimble@swansea.ac.uk or Alison Llewellyn at a.llewelyn@swansea.ac.uk

INFORMATION ON HOW TO APPLY, FINANCIAL ASSISTANCE AND STUDENT SUPPORT – HIGHER EDUCATION CERTIFICATE AND DIPLOMA COURSES

HOW TO APPLY FOR A CERTIFICATE OR DIPLOMA

Complete the application form on page 59 of this brochure and return it to the Department. Remember to let us know if you have additional support needs as a result of a disability, medical condition or specific learning difficulty and require support. However we encourage applicants to apply as soon as possible.

On receipt of your application form, we will contact you to invite you to attend an informal interview at which you will have the opportunity to ask any questions you might have regarding studying for the Higher Education Certificate or Higher Education Diploma Programme for which you have applied. You will not be able to attend without completing the application form.

Can I count previous study towards these qualifications?

Credit exemption is only possible where the prior learning covers the same subject area as that to which you are applying and must have been completed within the previous five years. Academic transcripts will be required when applying for credit exemption and must be made before 31 August 2017.

FEES AND FINANCIAL ASSISTANCE

Details of fees listed below are payable by UK, EU, EEA nationals and refugees. You may be entitled to financial assistance towards the cost; see information on Financial Assistance schemes below.

Course fees are charged per year of your certificate or diploma programme and will increase on an annual basis. The cost per 60 credits is £1,300. *The Higher Education Diploma and AIM Awards Diploma (level 5) in Psychotherapeutic Counselling (QCF) will be £1,500 for 60 credits.

WHAT FINANCIAL SUPPORT IS AVAILABLE?

- You can take out a Tuition Fee Loan to help pay for your tuition fee costs via Student Finance Wales (studentfinancewales.co.uk) you must be studying at least 30 credits to be eligible.
- You may also apply for a Course Grant of up to £1,155 for books, travel and other costs relating to your course. This grant depends on household income and you must be studying at least 60 credits to be eligible.

GWYBODAETH AM SUT I GOFRESTRU, CYMORTH ARIANNOL A CHEFNOGAETH I FYFYRWYR – CYRSIAU TYSTYSGRIF ADDYSG A DIPLOMA UWCH

SUT I WNEUD CAIS I ASTUDIO AM DYSTYSGRIF NEU DDIPLOMA

Cwblhewch y ffurflen gais ar dudalen 61 y llyfryn hwn a'i dychwelyd atom. Cofiwch roi gwybod i ni os oes unrhyw anghenion cymorth ychwanegol gennych o ganlyniad i anabled, cyflwr meddygol neu anhawster dysgu ac mae angen cymorth arnoch. Fodd bynnag, rydym yn annog ymgeiswyr i wneud cais cyn gynted â phosib.

Ar ôl i ni dderbyn eich ffurflen gais, byddwn yn cysylltu â chi i'ch gwahodd i ddod i gyfweiliad anffurfiol. Yno cewch gyfle i ofyn unrhyw gwestiynau a all fod gennych ynghylch astudio ar Raglen Tystysgrif Addysg Uwch neu Ddiploma Addysg Uwch yr ydych wedi gwneud cais amdani. Ni fyddwch yn gallu mynychu heb lenwi'r ffurflen gais.

Allaf ddefnyddio astudio blaenorol i gyfrif tuag at y cymwysterau hyn?

Mae'n bosib cael eich esgusodi o astudio rhan o'r rhaglen os oes gennych ddysgu blaenorol sy'n cwmpasu'r un maes pwnc a lefel y cwrs rydych yn gwneud cais amdano, ac sydd wedi'i gwblhau o fewn y pum mlynedd flaenorol. Bydd angen darparu trawsgrifiadau academaidd wrth wneud cais am eithriad credydau a rhaid gwneud cais cyn 31 Awst 2017.

FFIOEDD A CHYMORTH ARIANNOL

Mae'r ffioedd a restrir isod yn daladwy gan wladolion y DU, yr UE, yr Ardal Economaidd Ewropeaidd a ffoaduriaid. Mae'n bosib y bydd gennych hawl i gymorth ariannol tuag at y gost; gweler yr wybodaeth isod am gynlluniau Cymorth Ariannol.

Codir ffioedd cwrs fesul blwyddyn ar gyfer eich rhaglen tystysgrif neu ddiploma a byddant yn cynyddu'n flynyddol. Y gost fesul 60 credyd yw £1,300. *Cost y Diploma Addysg Uwch a'r Diploma Dyfarniadau AIM (lefel 5) mewn Cwnsela Seicotherapiwtig fydd £1,500 ar gyfer 60 credyd.

PA GYMORTH ARIANNOL SYDD AR GAEL?

- Gallwch gael Benthyciad Ffioedd Dysgu i helpu i dalu'ch ffioedd dysgu drwy Gyllid Myfyrwyr Cymru (cyllidmyfyrwrcymru.co.uk) ond mae'n rhaid eich bod yn astudio o leiaf 30 credyd i fod yn gymwys. Mae'r grant hwn yn dibynnu ar incwm eich aelwyd ac mae'n rhaid eich bod yn astudio o leiaf 60 credyd i fod yn gymwys
- Bydd ffurflenni cais ar gael o fis Mehefin 2017.
- Os oes gennych radd Anrhydedd o'r Deyrnas Unedig eisoes, ni chewch wneud cais am y cymorth uchod fel arfer.

- Application forms will become available from June 2017.
- If you already have a UK Honours degree, you cannot usually apply for the above support.

If you do not wish to take out a Tuition Fee loan you can pay your fees in two equal instalments by setting up a Direct Debit at enrolment (the instalment dates are November 2017 and February 2018) alternatively you can pay the fee costs in full at enrolment.

Additional support available for new and returning students:

- You may be entitled to extra financial support if you have children, an adult dependant or disability. This extra help includes:
 - Adult Dependants' Grant (ADG)
 - Childcare Grant (CCG)
 - Parents' Learning Allowance (PLA)
 - Disabled Student's Allowances (DSA)

Please consult Student Finance Wales (studentfinancewales.co.uk) for further information and advice on the above grants and allowances.

- The University also offers a Fee Bursary of up to 50% of the total tuition fees for students who are self-funded and not eligible for Tuition Fee Loan or Part time Grant support. Application forms are available from DACE telephone 01792 602211.
- The Swansea University Opportunity Award is available for low-income students who need extra financial support for their course. Please contact Money@Campus Life (money.campuslife@swansea.ac.uk or 01792 606699) for further information.

IMPORTANT: If you are an International student your Tuition Fees will be £6,650 per 60 credits. You will not be eligible for the Part Time Tuition Fee Loan (or Fee Grant) and funding from other sources may be limited.

Os nad ydych am gael Benthyciad Ffioedd Dysgu, cewch dalu'ch ffioedd fesul dau randaliad cyfartal, drwy sefydlu Debyd Uniongyrchol ar adeg cofrestru (dyddiadau talu'r rhandaliadau yw mis Tachwedd 2017 a mis Chwefror 2018), neu cewch dalu'r ffioedd llawn wrth gofrestru.

Cymorth ychwanegol ar gyfer myfyrwyr newydd a'r rhai sy'n dychwelyd:

- Mae'n bosibl y bydd gennych hawl i dderbyn cymorth ariannol ychwanegol os oes gennych blant, dibynnyddion mewn oed, neu anabled. Mae'r cymorth ychwanegol hwn yn cynnwys:
 - Grant Oedolion Dibynnol
 - Grant Gofal Plant
 - Lwfans Dysgu Rhieni
 - Lwfans Myfyrwyr Anabl

Dylech gysylltu â Chyllid Myfyrwyr Cymru (cyllidmyfyrwyr.cymru.co.uk) am ragor o wybodaeth a chyngor ar y grantiau a'r lwfansau uchod.

- Yn ogystal, mae'r Brifysgol yn cynnig bwrsariaethau ffioedd o hyd at 50% o gyfanswm y ffioedd dysgu ar gyfer myfyrwyr sy'n eu hariannu eu hunain nad ydynt yn gymwys i dderbyn Benthyciad Ffioedd Dysgu na chymorth grant rhan-amser. Mae ffurflenni cais ar gael o AABO, ffoniwch 01792 602211.
- Mae Cronfa Cyfle Prifysgol Abertawe ar gael i fyfyrwyr sydd ag incwm isel ac mae angen cymorth ariannol ychwanegol arnynt ar gyfer eu cwrs. Cysylltwch ag Arian@BywydCampws (money.campuslife@abertawe.ac.uk) neu 01792 606699) am ragor o wybodaeth.

PWYSIG: Os ydych yn fyfyrwr rhyngwladol, eich Ffioedd Dysgu fydd £6,650 am bob 60 credyd. Ni fyddwch yn gymwys i gael y Benthyciad Ffioedd Dysgu Rhan-amser (na'r Grant Ffioedd) a gall y cymorth sydd ar gael o ffynonellau eraill fod yn gyfyngedig.

CANCELLATIONS, STUDENT WITHDRAWALS AND REFUNDS

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, to meet UK Anti Money Laundering Legislation requirements.

If you have made an overpayment or your tuition fees have been reduced due to a late sponsor notification or you have suspended or withdrawn from your programme you may request a refund from the University's Cash Office (situated on the ground floor of the Finance Building).

REFUND DUE TO WITHDRAWAL/SUSPENSION

If you want to withdraw early (or suspend your studies) you must inform us in writing immediately. Your tuition fee costs may be adjusted pro-rata based on your last date of attendance. The adjusted fee amount will depend on your cohort, course status and domicile. Full details are on the University's website www.swansea.ac.uk/undergraduate/fees-and-funding/tuition-fees/refunds-policy

STUDENT SUPPORT – HELP IS AVAILABLE

ACADEMIC STUDY SKILLS

Staff at DACE are committed to providing students with support and guidance with the academic skills required for success on the Higher Education Certificate and Diploma Programmes. Students are offered flexible and tailored study skills ranging from computer/IT support through to help with writing, referencing and note-taking.

Please find below a list of learning resources which can be accessed by all Higher Education Certificate and Higher Education Diploma students:

- The STAR Handbook (Study Tips to Achieve Results) is an online resource and can be accessed at www.swansea.ac.uk/dace/students/student-support. This has been designed to identify and develop the academic skills students need to succeed.
- Tailored Academic Support Sessions are organised regularly throughout the academic year and additional sessions can be held on campus and at community venues for students on request.
- One-to-one appointments with Study Skills Tutors can offer confidential advice and information on specific and general academic issues. They are available by telephone, by e-mail and/or in person. Students can meet with tutors either on campus or at a community venue. Tutors can also offer support for small groups of students around a specific area - such as essay preparation, report writing and referencing.

CANSLO, MYFYRWYR YN TYNNU'N ÔL AC AD-DALIADAU

AD-DALU FFFIOEDD

Pan benderfynir bod ad-daliad yn daladwy rhaid talu'r ad-daliad i'r sawl a wnaeth y taliad gwreiddiol, gan ddefnyddio'r un dull talu â'r taliad gwreiddiol, er mwyn bodloni gofynion deddfwriaeth Gwrth-wyngalchu Arian y DU.

Os ydych wedi gordalu neu os yw'ch ffioedd dysgu wedi'u gostwng o ganlyniad i hysbysiad hwyr gan noddwr neu os ydych wedi gohirio neu dynnu yn ôl o'ch rhaglen, gallwch ofyn am ad-daliad o Swyddfa Arian y Brifysgol (wedi'i lleoli ar lawr gwaelod yr Adeilad Cyllid).

AD-DALIAD OHERWYDD TYNNU YN ÔL/GOHIRIO

Os hoffech dynnu'n ôl yn gynnar (neu ohirio'ch astudiaethau), mae'n rhaid i chi roi gwybod i ni'n ysgrifenedig ar unwaith. Gellir addasu'ch ffioedd dysgu ar sail pro rata, yn seiliedig ar y dyddiad olaf y buoch yn bresennol. Bydd swm y ffi wedi'i haddasu'n dibynnu ar eich carfan, statws eich cwrs a ble rydych yn byw. Mae manylion llawn ar wefan y Brifysgol: www.swansea.ac.uk/undergraduate/fees-and-funding/tuition-fees/refunds-policy/

CYMORTH I FYFYRWYR - MAE HELP AR GAEL

SGILIAU ASTUDIO ACADEMAIDD

Mae staff AABO yn ymrwymedig i ddarparu cymorth a chyfarwyddyd i fyfyrwyr o ran y sgiliau academaidd y bydd eu hangen i lwyddo ar y Rhaglenni Tystysgrif a Diploma Addysg Uwch. Mae cymorth hyblyg, wedi'i deilwra, ar gael i fyfyrwyr gyda sgiliau astudio, yn amrywio o gymorth gyda defnyddio cyfrifiadu'r a sgiliau TG i gymorth gydag ysgrifennu, cyfeirnod, a chymryd nodiadau.

Gweler isod restr o adnoddau dysgu sydd ar gael i bob myfyriwr Tystysgrif Addysg Uwch a Diploma Addysg Uwch:

- Llawlyfr STAR (Awgrymiadau Astudio i Gyflawni Canlyniadau). Adnodd ar-lein yw hwn sydd ar gael yn www.swansea.ac.uk/dace/students/student-support. Mae wedi'i ddylunio i nodi a datblygu'r sgiliau academaidd y bydd eu hangen ar fyfyrwyr i'w galluogi i lwyddo.
- Trefnir sesiynau cymorth academaidd pwrpasol yn rheolaidd drwy gydol y flwyddyn academaidd a gellir cynnal sesiynau ychwanegol i fyfyrwyr ar y campws ar gais.
- Gall apwyntiadau personol gyda Thiwtor Sgiliau Astudio gynnig cyngor cyfrinachol a gwybodaeth am faterion academaidd penodol a chyffredinol. Maent ar gael dros y ffôn, trwy e-bost, ac wyneb yn wyneb. Gall myfyrwyr gwrdd â thiwtoriadaid naill ai ar y campws neu mewn lleoliad cymunedol. Gall tiwtoriadaid

- Support with IT is available on request and can be delivered on a one-to-one basis or for small groups of students who need extra help.
- Subject Tutors are a key source of information and support, they can provide an advice and guidance on specific subject related issues.
- The Assignment Survival Kit is an additional source of help and support and can be accessed via www.swansea.ac.uk/lis (click on ASK icon).

LIBRARY AND INFORMATION SERVICES

As a DACE student, The South Wales Miners' Library, located on Hendrefoelan Campus, is your first point of contact.

With an extensive collection of books, journals and audio-visual materials, specifically selected for DACE courses, The South Wales Miners' Library is designed to meet your study needs.

Most items can be loaned for a period of four weeks in the first instance and, unlike other libraries, they do not charge overdue fines on any of our materials!

The South Wales Miners' Library pride themselves in providing a friendly, flexible and efficient library experience in a relaxed environment, offering a range of library and information services specifically designed for students studying part-time or at a distance.

These include:

- Ordering of materials (for example, books can be sent between The South Wales Miners' Library, our branch library in Banwen, and the Library and Information Centre without charge)
- Postal loans
- Photocopying and scanning service (subject to copyright regulations)
- Advice and guidance on using the libraries at Swansea University
- Answering queries by phone, email or in person
- Telephone and on-line book renewals
- Book-box provision for community based classes
- PC, photocopying and scanning facilities
- A quiet and studious study area
- Help with accessing your computer account and electronic resources from home
- Help to locate material for your assignment/project

If you have any questions or require further information about the support provided by Information Services and Systems, please visit or contact The South Wales Miners' Library, Hendrefoelan Campus, Gower Road, Swansea, SA2 7NB on 01792 518603/518693. Email: miners@swansea.ac.uk www.swan.ac.uk/iss/swml

gynnig cymorth i grwpiau bach o fyfyrwyr ar agwedd benodol hefyd megis paratoi traethodau, ysgrifennu adroddiadau a chyfeirnoddi.

- Mae cymorth gyda TG ar gael ar gais a gellir ei ddarparu yn unigol neu ar gyfer grwpiau bach o fyfyrwyr sydd am gael cymorth ychwanegol.
- Mae Tiwtoriaid Pwnc yn ffynhonnell allweddol o wybodaeth a chefnogaeth. Gallant ddarparu cyngor ac arweiniad ar faterion penodol i bynciau.
- Mae'r Pecyn Cymorth Goroesi Aseiniadau yn ffynhonnell cymorth a chefnogaeth ychwanegol, ac mae ar gael yn www.swansea.ac.uk/lis (cliciwch ar icon ASK).

GWASANAETHAU LLYFRGELL A GWYBODAETH

Fel myfyriwr AABO, Llyfrgell Glowyr De Cymru sydd ar Gampws Hendrefoelan yw eich man cyswllt cyntaf.

Gyda chasgliad helaeth o lyfrau, cyfnodolion a deunyddiau clyweled sydd wedi'u dewis yn benodol ar gyfer cyrsiau AABO, gall Llyfrgell Glowyr De Cymru ddiwallu'ch anghenion astudio.

Gellir benthycu'r rhan fwyaf o eitemau am hyd at bedair wythnos yn y lle cyntaf, ac yn wahanol i lyfrgelloedd eraill, ni fyddant yn eich dirwyo am ddychwelyd unrhyw rai o'u deunyddiau yn hwyr!

Mae Llyfrgell Glowyr De Cymru'n ymfalchïo mewn darparu gwasanaeth llyfrgell cyfeillgar, hyblyg ac effeithlon, mewn amgylchedd hamddenol. Mae'n cynnig amrywiaeth o wasanaethau llyfrgell a gwybodaeth wedi'u cynllunio'n benodol ar gyfer myfyrwyr sy'n astudio'n rhan-amser neu o bell.

Mae'r rhain yn cynnwys:

- Archebu deunyddiau (er enghraifft, gellir anfon llyfrau rhwng Llyfrgell Glowyr De Cymru, cangen ein llyfrgell yn y Banwen, a'r Ganolfan Llyfrgell a Gwybodaeth yn rhad ac am ddim)
- Benthyciadau drwy'r post
- Gwasanaeth llungopïo a sganio (o fewn rheoliadau hawlfraint)
- Cyngor ac arweiniad ar ddefnyddio llyfrgelloedd Prifysgol Abertawe
- Ateb ymholiadau dros y ffôn, drwy e-bost neu wyneb yn wyneb
- Estyn cyfnodau benthycu llyfrau dros y ffôn ac ar-lein
- Darparu blychau llyfrau ar gyfer dosbarthiadau cymunedol
- Cyfrifiaduron a chyfleusterau llungopïo a sganio
- Man astudio tawel a myfyrgar
- Cymorth i ddefnyddio eich cyfrif cyfrifiadurol a'r adnoddau electronig o gartref

SUPPORT FOR STUDENTS WITH DISABILITIES, MEDICAL CONDITIONS OR SPECIFIC LEARNING DIFFICULTIES

SUPPORT FOR STUDENTS WITH A DISABILITY, MEDICAL CONDITION OR SPECIFIC LEARNING DIFFICULTY.

DACE is committed to widening opportunities for all students and every effort is made to allow everyone to attend and enjoy our courses.

The University has a well-established Disability Office who will work with you and DACE to advise on any support-related issues. It can take considerable time to put support arrangements in place and we, therefore, ask that if you have a disability, medical condition, or specific learning difficulty, and you require support, please contact the Disability Office at the earliest opportunity to discuss your support needs.

If you are studying an eligible part-time undergraduate course (including distance learning course) you may be eligible for Disabled Students' Allowance. (Please note that a part-time course would have to last for at least one year and must be at least 25% of an equivalent full-time course).

Disabled Students' Allowance is non-means tested and is available to assist with academic support that you may require as a result of a disability, medical condition or specific learning difficulty. This can include specialist computer equipment, non-medical support and other course-related costs. If you require more information about the DSA and/or how to apply, please contact the Disability Office who will be more than happy to help.

The Disability Office can be contacted on Telephone 01792 606617, or alternatively you can email disability.campuslife@swansea.ac.uk

More information on the support and services available for disabled students can also be found on their website at www.swan.ac.uk/undergraduate/student-life/health-and-welfare/disability-office/

SWANSEA UNIVERSITY WELLBEING SERVICE

Supports students experiencing distress arising from psychological, emotional or mental health issues.

We offer:

- Pastoral Support Appointments
- Workshops (e.g. presentation anxiety, managing stress)
- Support with mental health issues such as one to one mentoring (subject to completing a Disabled Students Allowance Assessment)
- Short Term Counselling (4 sessions following an assessment)

- Cymorth i ddod o hyd i ddeunyddiau ar gyfer eich aseiniad/prosiect

Os oes gennych unrhyw gwestiynau neu os oes angen rhagor o wybodaeth arnoch am y gefnogaeth a ddarperir gan y Gwasanaethau Gwybodaeth a Systemau, galwch heibio neu cysylltwch â Llyfrgell Glowyr De Cymru, Campws Hendrefoelan, Ffordd Gŵyr, Abertawe SA2 7NB, neu ffoniwch 01792 518603/518693. E-bost: miners@abertawe.ac.uk www.swan.ac.uk/iss/swml

CYMORTH I FYFYRWYR AG ANABLEDDAU, CYFLYRAU MEDDYGOL NEU ANAWSTERAU DYSGU PENODOL

CYMORTH I FYFYRWYR AG ANABLEDD, CYFLWR MEDDYGOL NEU ANHAWSTER DYSGU PENODOL.

Mae AABO yn ymrwymedig i ehangu cyfleoedd i bob myfyriwr, a gwneir pob ymdrech i ganiatáu i bawb fynychu a mwynhau ein cyrsiau.

Mae gan y Brifysgol Swyddfa Anableddau brofiadol a fydd yn gweithio gyda chi ac AABO i gynghori ar unrhyw faterion sy'n ymwneud â chymorth. Gall rhoi trefniadau cymorth ar waith gymryd llawer o amser, felly, os oes gennych anabledd, cyflwr meddygol neu anhawster dysgu penodol, ac mae angen cymorth arnoch, cysylltwch â'r Swyddfa Anableddau cyn gynted â phosib i drafod eich anghenion cymorth.

Os ydych yn astudio cwrs israddedig rhan-amser cymwys (gan gynnwys cyrsiau dysgu o bell), efallai y byddwch yn gymwys i dderbyn y Lwfans Myfyrrwyr Anabl. (Sylwer, byddai'n rhaid i gwrs rhan-amser bara o leiaf blwyddyn, a bod yn gyfwerth ag o leiaf 25% cwrs llawn amser).

Cynigir y Lwfans Myfyrrwyr Anabl heb brawf modd, ac mae ar gael i'ch cynorthwyo i gael y cymorth academaidd y gallai fod ei angen arnoch yn sgil anabledd, cyflwr meddygol neu anhawster dysgu penodol. Gall hyn gynnwys offer cyfrifiadurol arbenigol, cymorth anfeddygol a chostau eraill sy'n gysylltiedig â chysiau. Am ragor o wybodaeth am y Lwfans Myfyrrwyr Anabl a/neu sut i wneud cais, cysylltwch â'r Swyddfa Anableddau, a fydd yn barod iawn i helpu.

Gallwch gysylltu â'r Swyddfa Anableddau drwy ffonio 01792 606617, neu drwy e-bostio disability.campuslife@abertawe.ac.uk.

Mae rhagor o wybodaeth am y cymorth a'r gwasanaethau sydd ar gael i fyfyrwyr anabl ar gael ar y wefan yn www.swan.ac.uk/undergraduate/student-life/health-and-welfare/disability-office

- Reading for Health - a range of books and e-books available in the Media Room of LIS
- Services are provided free of charge for enrolled students.

To access any of their services, students are asked to fill in a triage form. Students can access these forms via emailing or visiting the Wellbeing Service. Triage forms are reviewed daily and students are advised by email with recommended next steps. This could involve accessing one of Wellbeing's services or a service available in the local community.

Confidentiality Statement: The guiding principle is to hold all information about students in strict confidence. This means Wellbeing will not respond to requests from tutors, family members or friends for information, not even disclosing attendance at Wellbeing Services (unless with permission to do so). In rare circumstances Wellbeing may have to reveal information to others e.g. when there are issues of personal safety. Should such a need arise students would, whenever possible, be consulted in advance.

Opening Hours

Monday - Friday 08:30 - 16:30hrs
Phone us on 01792 295592
or email wellbeing@swansea.ac.uk
Website: www.swansea.ac.uk/wellbeing

EMPLOYABILITY AND GUIDANCE

DACE offers free, confidential and impartial educational and careers guidance to any prospective or enrolled student. Our guidance team is very flexible and can meet with students on campus and in the community throughout the year. Guidance is available in person, over the telephone or by email. To make an appointment please contact Jane Lingard on 01792 602211 or at j.lingard@swansea.ac.uk

During the year, employability workshops are organised for students to prepare them for graduate employment and postgraduate study. Students will also receive a termly employability newsletter. Please contact Vanessa Thomas on 01792 602017 v.l.thomas@swansea.ac.uk for more information.

Students can also access the Swansea Employability Academy (SEA) for careers guidance appointments, work experience placements, employer talks, SEA Awards and job vacancies. Several events take place throughout the year such as the Careers Fair, Employability Week and Global Entrepreneurship week. Students can also apply for work experience placements through the Week of Work (WoW) and Swansea Paid Internship Network (SPIN).

For more information please visit: www.swansea.ac.uk/sea or telephone 01792 513266.

GWASANAETH LLES PRIFYSGOL ABERTAW

Yn cefnogi myfyrwyr sy'n ofidus o ganlyniad i broblemau seicolegol, emosiynol neu iechyd meddwl.

Rydym yn cynnig:

- Apwyntiadau Cymorth Bugeiliol
- Gweithdai e.e. pryder ynghylch gwneud cyflwyniad, rheoli straen
- Cymorth gyda phroblemau iechyd meddwl, er enghraifft, mentora un i un (yn amodol ar gwblhau Asesiad Lwfans Myfyrwyr Anabl)
- Cwnsela tymor byr (4 sesiwn, yn dilyn asesiad)
- Darllen ar gyfer lechyd – mae amrywiaeth o lyfrau ac e-lyfrau ar gael yn Ystafell y Cyfryngau LIS
- Darperir y gwasanaethau yn rhad ac am ddim i fyfyrwyr cofrestredig.

I fanteisio ar unrhyw un o'n gwasanaethau, rydym yn gofyn i fyfyrwyr lenwi ffurflen frysbenneu. Gall myfyrwyr gael y ffurflenni hyn drwy anfon e-bost atom neu drwy ymweld â ni. Mae ffurflenni brysbenneu'n cael eu hadolygu bob dydd a byddwn yn cysylltu â myfyrwyr drwy e-bost i roi gwybod iddynt am y camau nesaf sy'n cael eu hargymell. Gallai hyn gynnwys defnyddio un o'n gwasanaethau neu wasanaeth sydd ar gael yn y gymuned leol.

Datganiad Cyfrinachedd: Ein hegwyddor arweiniol yw y cedwir yr holl wybodaeth fydd gennym amdanoch yn gwbl gyfrinachol. Golyga hynny na fyddwn yn ateb cwestiynau gan diwtoriaid, aelodau'r teulu na ffrindiau, ac ni fyddwn hyd yn oed yn datgelu eich bod wedi defnyddio'r Gwasanaethau Lles (oni bai yr hoffech i ni wneud hynny). Mewn amgylchiadau prin, efallai y bydd rhaid i ni ddatgelu gwybodaeth i rywun arall e.e. pan fo peryglon diogelwch personol, boed o ran eich diogelwch chi neu ddiogelwch rhywun arall. Os bydd angen i ni wneud hyn, byddwn yn ymgynghori â chi ymlaen llaw lle bynnag y bo modd.

Oriau Agor

Dydd Llun i ddydd Gwener, 08:30-16:30
Ffoniwch ni ar 01792 295592 neu e-bostiwch wellbeing@abertawe.ac.uk Gwefan: www.swansea.ac.uk/cy/lles-bywydcampws

CYFLOGADWYEDD AC ARWEINIAD

Mae AABO yn cynnig cyngor cyfrinachol a diduedd am ddim ar addysg a gyrfaoedd i unrhyw fyfyrwr neu ddarpar fyfyrwr. Mae ein tîm cynghori yn hyblyg iawn, a gallant gwrrd â myfyrwyr ar y campws ac yn y gymuned drwy gydol y flwyddyn. Mae arweiniad ar gael wyneb yn wyneb, dros y ffôn neu drwy e-bost. I drefnu apwyntiad, ffoniwch Jane Lingard ar 01792 602211 neu e-bostiwch j.lingard@abertawe.ac.uk

For those students who wish to volunteer, Discovery offers a wide range of volunteering opportunities in the local area: www.swansea.ac.uk/discovery

STUDENT UNION ADVICE CENTRE

The SU Advice Service Centre offers FREE, independent and confidential advice and representation to all Swansea University undergraduate students. It is situated in Fulton House and open Monday-Friday 10am-4pm. They will help you resolve any academic, financial, personal or housing problems. Email: advice@swansea-union.co.uk Tel: 01792 295821 Website: www.swansea-union.co.uk/support/advicesupportcentre

Yn ystod y flwyddyn, trefnir gweithdai cyflogadwyedd ar gyfer myfyrwyr, i'w paratoi ar gyfer cyflogaeth ar ôl graddio ac astudiaethau ôl-raddedig. Bydd myfyrwyr hefyd yn derbyn cylchlythyr cyflogadwyedd misol. Ffoniwch Vanessa Thomas ar 01792 602017 neu e-bostiwch v.l.thomas@abertawe.ac.uk am ragor o wybodaeth.

Gall myfyrwyr hefyd ddefnyddio gwasanaethau Academi Cyflogadwyedd Abertawe am apwyntiadau cyngor ar yrfaeodd, lleoliadau profiad gwaith, sgysiau cyflogwyr, Gwobr Cyflogadwyedd Abertawe a swyddi gwag. Cynhelir nifer o ddiwyddiadau drwy gydol y flwyddyn megis y Ffair Yrfaoedd, Wythnos Cyflogadwyedd ac Wythnos Entrepreneuriaeth Fyd-eang. Gall myfyrwyr hefyd wneud cais am leoliadau profiad gwaith drwy Wythnos o Waith (WoW) a Rhwydwaith Interniaeth â Thâl Abertawe (SPIN).

Am ragor o wybodaeth, ewch i: www.swansea.ac.uk/sea neu ffoniwch 01792 513266.

I fyfyrwyr sy'n awyddus i wirfoddoli, mae Darganfod yn darparu dewis eang o gyfleoedd gwirfoddoli yn yr ardal leol: www.swansea.ac.uk/discovery

CANOLFAN GYNGOR UNDEB Y MYFYRWYR

Mae Canolfan Gyngor Undeb y Myfyrwyr yn cynnig cyngor annibynnol a chyfrinachol AM DDIM a chynrychiolaeth i holl fyfyrwyr israddedig Prifysgol Abertawe. Fe'i lleolir yn Nhŷ Fulton ac mae ar agor o ddydd Llun i ddydd Gwener, rhwng 10am a 4pm. Byddant yn eich helpu i ddatrys unrhyw broblemau academaidd, ariannol, personol neu dai. E-bost: advice@swansea-union.co.uk Ffôn: 01792 295821 Gwefan: www.swansea-union.co.uk/support/advicesupportcentre



APPLICATION FORM - HIGHER EDUCATION CERTIFICATE AND HIGHER EDUCATION DIPLOMA PROGRAMMES

Please note that students will be called for an interview and may be required to supply written personal statement in support of their application. Complete ALL sections of this form BLOCK CAPITALS. The information you provide will form the basis of your Student Record with Swansea University.

SECTION 1. YOUR PROGRAMME CHOICE

Name of Programme: _____
Venue choice: _____

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

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

Employed Registered Unemployed
 Retired - Private Pension Retired - State Pension
 Other - please specify _____

SECTION 4. ADDITIONAL SUPPORT NEEDS

No disability Mental Health condition
 Information refused Longstanding illness or condition
 Blind or serious visual impairment Two or more impairments and/or disabling medical conditions
 Deaf or serious hearing impairment Social/Communication impairment
 Physical impairment or mobility issues A specific learning disability e.g. dyslexia
 Other disability not mentioned

Are you in receipt of Disabled Students Allowance: Yes No

If you require additional support, please contact us as soon as possible.

SECTION 5. PREVIOUS QUALIFICATIONS

Highest Qualification to date: _____
 (e.g. no qualifications, GCSE, NVQ Level 3, A level, HE Certificate, HE Diploma, Degree etc)

If you have a Higher Education qualification:

Where did you study: _____ Year of Graduation: _____

SECTION 6. ETHNICITY

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Other Asian background |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Mixed - White and Black African |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Other Black Background | <input type="checkbox"/> Mixed - White and Asian |
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Other Mixed Background |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Other Ethnic background |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Information Refused | <input type="checkbox"/> Not known |

SECTION 7. 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 EEA national, please contact us.*

SECTION 8. MARKETING INFORMATION

How did you hear about the course?

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

We would like to keep you up-to-date with information and courses we offer by email, post and telephone. If you do not wish to be contacted, please tick here

SECTION 9. PAYMENT

Indicate your preferred method of payment.

- I have applied for/will be applying for a Student Finance Wales Loan. Loans will be paid directly to the University
- I wish to pay in two instalments
- I wish to pay in full

SECTION 10. DECLARATION

I confirm that I am over 18 at the start of the course and accept the terms and conditions of enrolment with Swansea University and that the information on this form is correct.

Signed: _____ Date: _____

Enrolments are subject to the terms and conditions of Swansea University.

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

FFURFLEN GAIS - RHAGLENNI TYSTYSGRIF ADDYSG UWCH A DIPLOMA ADDYSG UWCH

Sylwer, gwahoddir myfyrwyr i ddod am gyfweiliad, ac mae'n bosibl y gofynnir iddynt ddarparu datganiad personol ysgrifenedig i gefnogi eu ceisiadau. Cwblhewch BOB adran o'r ffurflen hon mewn LLYTHRENNAU BRAS. Bydd yr wybodaeth a ddarparwch yn sail eich Cofnod Myfyriwr gyda Phrifysgol Abertawe.

ADRAN 1. EICH DEWIS RHAGLEN

Enw'r Rhaglen: _____
Dewis Lleoliad: _____

ADRAN 2. MANYLION Y MYFYRIWR

A ydych yn fyfyrwr presennol neu wedi astudio o'r blaen gydag Adran Addysg Barhaus Oedolion/Prifysgol Abertawe?
Ydw Nac ydw

Os ydych yn fyfyrwr presennol ym Mhrifysgol Abertawe, rhowch eich cyfeiriad cartref yn hytrach na'ch cyfeiriad yn ystod y tymor, a'ch Rhif Myfyriwr.

Teitl: Mr/Mrs/Miss/Ms/Y Parch/Dr/Yr Athro: _____ Rhif Myfyriwr (os ydych yn ei wybod): _____
Cyfenw: _____ Cyfenw'n 16 oed (os yw'n wahanol): _____
Enw Blaen 1: _____ Enw Blaen 2: _____
Cyfeiriad Cartref: _____

Côd Post: _____
E-bost: _____ Ffôn symudol: _____
Rhif ffôn yn ystod y dydd: _____ Rhif ffôn gyda'r hwyr: _____
Dyddiad Geni: _____ Rhyw: Gwryw Benyw

Oes gennych unrhyw gollfarn droseddol heb ddarfod: Oes Nac oes
Os oes, gofynnir i chi gwblhau ffurflen gollfarn sy'n gofyn am wybodaeth ynghylch natur y gollfarn/rhybuddiad.
Ni chaiff cofnodion troseddol eu hystyried oni fydd y gollfarn yn berthnasol.

Siaradwr Cymraeg rhugl Siarad Cymraeg, ond ddim yn rhugl Ddim yn siarad Cymraeg

ADRAN 3. STATWS CYFLOGAETH

Cyflogedig Wedi'ch Cofrestru'n Ddi-waith
 Wedi Ymddeol - Pensiwn Preifat Wedi Ymddeol - Pensiwn y Wladwriaeth
 Arall - rhowch fanylion _____

ADRAN 4. ANGHENION CYMORTH YCHWANEGOL

Dim anabledd Gwrthod rhoi gwybodaeth
 Cyflwr iechyd meddwl Dall neu nam difrifol ar y golwg
 Salwch neu gyflwr hirdymor Byddar neu nam difrifol ar y clyw
 Dau neu fwy o namau a/neu gyflyrau meddygol anablu Nam corfforol neu broblemau symudedd
 Nam Cymdeithasol/Cyfathrebu Nam corfforol neu broblemau symudedd
 Anabledd dysgu penodol e.e. dyslecsia Anabledd arall heb ei grybwyll

Ydych chi'n derbyn Lwfans Myfyrwyr Anabl: Ydw Nac Ydw
Os oes angen cymorth ychwanegol arnoch, cysylltwch â ni cyn gynted â phosib.

ADRAN 5. CYMWYSTERAU BLAENOROL

Eich cymhwyster uchaf hyd yma: _____
(e.e. dim cymwysterau, TGAU, NVQ Lefel 3, Safon Uwch, Tystysgrif Addysg Uwch, Diploma Addysg Uwch, Gradd etc.)

Os oes gennych gymhwyster Addysg Uwch:

Ble buoch yn astudio: _____ Blwyddyn Graddio: _____

ADRAN 6. ETHNIGRWYDD

- | | |
|---|--|
| <input type="checkbox"/> Gwyn | <input type="checkbox"/> Cefndir Asiaidd arall |
| <input type="checkbox"/> Du neu Ddu Prydeinig - Affricanaidd | <input type="checkbox"/> Cymysg - Gwyn a Du Affricanaidd |
| <input type="checkbox"/> Du neu Ddu Prydeinig - Caribiaidd | <input type="checkbox"/> Cymysg - Gwyn a Du Caribiaidd |
| <input type="checkbox"/> Cefndir Du Arall | <input type="checkbox"/> Cymysg - Gwyn ac Asiaidd |
| <input type="checkbox"/> Asiaidd neu Asiaidd Prydeinig - Bangladeshaidd | <input type="checkbox"/> Cefndir Cymysg Arall |
| <input type="checkbox"/> Asiaidd neu Asiaidd Prydeinig - Indiaidd | <input type="checkbox"/> Cefndir Ethnig Arall |
| <input type="checkbox"/> Asiaidd neu Asiaidd Prydeinig - Pacistaidd | <input type="checkbox"/> Gwrthod rhoi gwybodaeth |
| <input type="checkbox"/> Tsieinaidd | <input type="checkbox"/> Ddim yn hysbys |

ADRAN 7. STATWS PRESWYL A CHENEDLIGRWYDD

Gwlad breswyl barhaol: _____ Cenedligrwydd ar eich pasbort: _____

Oes gennych statws preswyl y DU? Oes Nac Oes

Hunaniaeth Genedlaethol: (Gwladolion y DU yn unig):

- Prydeinig Saesneg Gwyddelig Cymreig Albanaid Arall

*Os nad ydych yn ddinesydd yr Ardal Economaidd Ewropeaidd, cysylltwch â ni.

ADRAN 8. GWYBODAETH FARCHNATA

Sut clywsoch chi am y cwrs?

- Gwefan Llyfryn Taflen/poster Hysbyseb Lleoliad/Canolfan Cyfryngau Cymdeithasol Arall

Hoffem roi'r wybodaeth ddiweddaraf am ein cyrsiau i chi drwy e-bost, post a ffôn. Os nad ydych am i ni gysylltu â chi, ticiwch yma

ADRAN 9. TALU

Nodwch sut hoffech dalu.

- Rwyf wedi gwneud cais/byddaf yn gwneud cais am fenthyciad gan Gyllid Myfyrwyr Cymru. Caiff benthyciadau eu talu'n uniongyrchol i'r Brifysgol
- Hoffwn dalu mewn dau randaliad
- Hoffwn dalu'n llawn

ADRAN 10. DATGANIAD

- Cadarnhaf fy mod cadarnhau fy mod dros 18 ar ddechrau'r cwrs ac yn derbyn y telerau a'r amodau ymrestru gyda Phrifysgol Abertawe a bod y wybodaeth ar y ffurflen hon yn gywir.

Llofnod: _____ Dyddiad: _____

Mae pob cofrestrriad yn amodol ar amodau a thelerau Prifysgol Abertawe.
Dychwelwch y ffurflen hon i'r Adran Addysg Barhaus Oedolion, Adeilad Keir Hardie, Prifysgol Abertawe,
Parc Singleton, Abertawe SA2 8PP. Ffôn 01792 602211, e-bost adult.education@abertawe.ac.uk

PREPARE FOR HIGHER EDUCATION PROGRAMME

The Prepare for Higher Education programme is 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, History or English.

The structure of the programme is flexible in that students can mix and match modules at a number of venues. For example students can study two modules at one venue or study one module at one venue and another module at a different venue.

BA PART-TIME DEGREE PROGRAMME IN HUMANITIES, HISTORY OR ENGLISH

The BA Part-time Degree Programme in Humanities, History or English is specifically designed for those who choose to study on a part-time basis because of work, family or other commitments. Students come from many different walks of life and during the last 27 years, 591 people have graduated from the BA Degree programme gaining a qualification that can aid their career and provide a sense of achievement and self-fulfilment. The flexibility and structure of the programmes has enabled them to study and achieve their goals while still continuing with their busy everyday lives.

A wide range of courses is available in a variety of subjects which allow students to tailor their studies to their own needs and interests. Students choose two subjects to study each year throughout the programme and can also mix and match choice of venues. The majority of classes are delivered via the traditional face-to face method and at all classes, a variety of teaching methods are used from small seminars to discussion groups and workshops. Throughout the Part-time Degree programme students receive extensive academic study support. Such support is organised, flexible and tailored to individual student needs.

RHAGLEN PARATOI AR GYFER ADDYSG UWCH

Mae'r Rhaglen Paratoi ar gyfer Addysg Uwch ar gyfer myfyrwyr sydd am fagu sgiliau astudio a sgiliau academaidd neu atgyfnerthu eu sgiliau presennol. Rhaglen hollol gefnogol yw hon a ategir gan gymorth sgiliau astudio ac arweiniad addysgol. Mae wedi'i chynllunio i ddarparu amgylchedd cefnogol i fyfyrwyr ddechrau eu hastudiaethau wrth baratoi ar gyfer y Radd ran-amser yn y Dyniaethau, Hanes neu Saesneg.

Mae strwythur y rhaglen yn hyblyg - caiff myfyrwyr ddewis cyfuniad o fodiwlau a'u hastudio mewn nifer o leoliadau. Er enghraifft, gall myfyrwyr astudio dau fodiwl mewn un lleoliad, neu astudio un modiwl mewn un lleoliad a modiwl arall mewn lleoliad gwahanol.

RHAGLEN GRADD BA RAN-AMSER YN Y DYNIAETHAU, HANES NEU SAESNEG

Mae'r Rhaglen Gradd BA Ran-amser yn y Dyniaethau, Hanes neu Saesneg wedi'i chynllunio'n benodol i'r rhai sy'n dewis astudio ar sail ran-amser oherwydd rhesymau gwaith, teulu neu ymrwymadau eraill. Mae'r myfyrwyr yn dod o lawer o gefndiroedd gwahanol, ac yn ystod y 27 o flynyddoedd diwethaf mae 591 o bobl wedi graddio o'r rhaglen radd BA, gan ennill cymhwyster a allai fod o gymorth yn eu gyrfaedd a rhoi ymdeimlad o gyrhaeddiad a chyflawniad iddynt. Mae hyblygrwydd a strwythur y rhaglenni wedi eu galluogi i astudio a chyflawni eu nodau gan barhau â'u bywydau beunyddiol prysur.

Mae ystod eang o gyrsiau ar gael mewn amrywiaeth o bynciau sy'n caniatáu i fyfyrwyr addasu eu hastudiaethau i'w hanghenion a'u diddordebau eu hunain. Mae myfyrwyr yn dewis dau bwnc i'w hastudio bob blwyddyn drwy gydol y rhaglen, a gallant ddewis a chyfuno lleoliadau hefyd. Cynhelir y rhan fwyaf o ddsbarthiadau drwy'r dull wyneb yn wyneb traddodiadol a defnyddir amrywiaeth o ddulliau addysgu ym mhob dosbarth, o seminarau bach i grwpiau trafod a gweithdai. Drwy gydol y rhaglen gradd ran-amser mae'r myfyrwyr yn derbyn cymorth astudio academaidd helaeth. Mae'r cymorth hwnnw'n drefnus, yn hyblyg ac wedi'i deilwra i anghenion myfyrwyr unigol.

Full details of these programmes
can be found on our website
www.swansea.ac.uk/dace

Mae manylion llawn am y rhaglenni
hyn ar gael ar ein gwefan
www.swansea.ac.uk/dace

STUDYING WITH DACE – GENERAL INFORMATION

CREDITS AND LEVEL OF STUDY

Credits are nationally recognised qualifications and can be used towards HE awards such as Certificate, Diploma or Degree. Swansea University uses the Framework for Higher Education Qualifications (FHEQ) definitions as this enables recognition and comparison of achievements from all types of education and training activity.

- FHEQ level 3 modules are at A level/foundation standard;
- FHEQ level 4 modules are equivalent to the standard taught at the first year of a degree;
- FHEQ level 5 modules are equivalent to the standard taught at the second year of a degree.

If you successfully undertake assessment, you will be awarded credits to confirm your achievement. As you progress you can gain the following awards:

- With 120 credits at level 4, you will be awarded a Certificate of Higher Education;
- With 120 credits at level 5, you will be awarded the Diploma of Higher Education (you will need to already have a Certificate of HE or equivalent).

When you achieve credits, Swansea University recognises that you have successfully completed a module of study and HEFCW (Higher Education Funding Council for Wales) supports the module financially.

It is possible to use our modules to progress on to an undergraduate programme. They provide recent evidence of your ability to study at degree level, whether or not you have studied at 'A' level in the past. If you wish any modules to be credited towards your degree they will have to match modules within the degree programme. If you are thinking about going on to study an undergraduate degree it is a good idea to speak to one of our BA Humanities Part-time Degree team.

Those who achieve a Swansea University Certificate or Diploma will be invited to attend a graduation ceremony to receive their award.

INFORMATION FOR INTERNATIONAL, EUROPEAN UNION (EU), EUROPEAN ECONOMIC AREA (EEA) OR SWISS NATIONAL STUDENTS

International students who are studying on a Tier 4 student visa must be studying full time under the Immigration Rules. However, if you are an EU, EEA or Swiss national, or if you are in the UK under a different visa category, it may be possible for you to study part-time.

ASTUDIO GYDAG AABO - GWYBODAETH GYFFREDINOL

CREDYDAU A LEFEL ASTUDIO

Mae credydau'n gymwysterau a gydnabyddir yn genedlaethol a gellir eu defnyddio tuag at gymwysterau Addysg Uwch megis Tystysgrif, Diploma neu Radd. Mae Prifysgol Abertawe'n defnyddio diffiniadau'r Fframwaith Cymwysterau Addysg Uwch gan fod hyn yn ein galluogi i gydnabod a chymharu cyflawniadau o bob math o weithgarwch addysg a hyfforddiant.

- Mae modiwlau Lefel 3 y Fframwaith ar lefel Safon Uwch/sylfaen;
- Mae modiwlau Lefel 4 y Fframwaith yn gyfwerth â'r safon a addysgir ym mlwyddyn gyntaf gradd;
- Mae modiwlau Lefel 5 y Fframwaith yn gyfwerth â'r safon a addysgir yn ail flwyddyn gradd.

Os ydych chi'n cwblhau asesiad yn llwyddiannus, byddwch yn ennill credydau i gadarnhau'ch cyflawniad. Wrth i chi symud ymlaen, gallwch ennill y dyfarniadau canlynol:

- Gyda 120 o gredydau ar Lefel 4, dyfarnir Tystysgrif Addysg Uwch i chi;
- Gyda 120 o gredydau ar Lefel 5, dyfarnir Diploma Addysg Uwch i chi (rhaid bod gennych Dystysgrif Addysg Uwch neu gyfwerth yn barod).

Wrth ddyfarnu credydau i chi, mae Prifysgol Abertawe'n cydnabod eich bod wedi cwblhau modiwl astudio'n llwyddiannus, ac mae CCAUC (Cyngor Cyllido Addysg Uwch Cymru) yn cefnogi'r modiwl yn ariannol.

Gellir defnyddio ein modiwlau i symud ymlaen i raglen israddedig. Maent yn darparu tystiolaeth ddiweddar o'ch gallu i astudio ar lefel gradd, ni waeth a ydych chi wedi astudio ar lefel Safon Uwch yn y gorffennol ai peidio. Os hoffech i unrhyw fodiwlau gael eu credydu tuag at eich gradd, bydd rhaid iddynt gyd-fynd â'r modiwlau yn y rhaglen gradd. Os ydych yn meddwl am symud ymlaen i astudio am radd israddedig, mae'n syniad da siarad ag un o dîm y Radd BA Ran-amser yn y Dyniaethau.

Gwahoddir y rhai sy'n ennill Tystysgrif neu Ddiploma Prifysgol Abertawe i seremoni raddio i dderbyn eu dyfarniad.

GWYBODAETH AR GYFER MYFYRWYR RHYNGWLADOL, O'R UNDEB EWROPEAIDD (UE), YR ARDAL ECONOMAIDD EWROPEAIDD (AEE) NEU'R SWISTIR

Mae rheolau ymfudo'n gofyn bod myfyrwyr rhyngwladol sy'n astudio ar deitheb myfyriwr Haen 4 yn astudio'n amser-llawn. Fodd bynnag, os ydych yn wladol yn yr UE, yr Ardal Economaidd Ewropeaidd neu'r Swistir, neu os ydych yn y DU ar deitheb mewn categori gwahanol, efallai y bydd modd i chi astudio'n rhan-amser.

All European Union (EU), European Economic Area (EEA) and Swiss nationals and their family members living in the UK are eligible to study part-time.

If you have a visa in the following categories, you are also allowed to study part-time:

- **Tier 1:** You can study part-time while in the UK under any of the Tier 1 working categories.
- **Tier 2:** You can study part-time while in the UK under a Tier 2 visa, as long as you continue to work for the employer who is sponsoring you.
- **Tier 5**
- **Dependant Visa:** If you are in the UK on a dependant visa, you are able to study part-time.

You can also study part-time if you fall in to one of the following categories:

- You are an Asylum Seeker
- You or your family member have Refugee Status
- You or your family member have Exceptional Leave to Remain
- You or your family member have been granted Humanitarian Protection
- You or your family member have been granted Discretionary Leave

Please note that, if you do decide to study part-time with one of the visas listed above, then your visa must normally be valid for the duration of your course. If your visa is not valid for the length of your course, you will need to apply to extend it before it expires. However, if you are not able to extend your visa in one of the categories above and you need to apply for a Tier 4 (General) student visa to complete your course, you would then only be allowed to study on a full time basis. If you have to switch from a non-student category to Tier 4, you will need to check if you are able to do this in the UK or if you will have to return back to your home country to apply. Please note that you are not allowed to switch to a Tier 4 visa in the UK if you currently have a Dependant visa.

If you are considering studying part-time and would like to discuss your options in relation to your visa or immigration status, please get in touch with ISAS. Email isas@swansea.ac.uk or you can book an appointment to meet with an adviser by calling +44 (0)1792 602000 or in person at Campus Life reception. ISAS is located on the ground floor of the Keir Hardie building.

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.

Mae holl ddinasyddion yr Undeb Ewropeaidd (UE), yr Ardal Economaidd Ewropeaidd (EAA) a'r Swistir, ac aelodau eu teuluoedd sy'n byw yn y DU, yn gymwys i astudio ar sail ran-amser hefyd.

Os oes gennych deitheb yn y categorïau canlynol, caniateir i chi astudio ar sail ran-amser:

- **Haen 1:** cewch astudio ar sail ran-amser tra byddwch yn y DU dan unrhyw un o gategoriâu gweithio Haen 1.
- **Haen 2:** cewch astudio ar sail ran-amser tra byddwch yn y DU ar deitheb Haen 2, ar yr amod eich bod yn parhau i weithio i'r cyflogwr sy'n eich noddi.
- **Haen 5**
- **Teitheb Dibynnydd:** os ydych yn y DU ar deitheb dibynnydd, cewch astudio ar sail ran-amser.

Cewch astudio ar sail ran-amser hefyd os ydych yn unrhyw un o'r categorïau canlynol:

- Ceisiwr Lloches
- Mae Statws Ffoadur gennych chi neu gan aelod o'ch teulu
- Mae gennych chi neu gan aelod o'ch teulu Ganiatâd Eithriadol i Aros
- Rhoddwyd Diogelwch Dyngarol i chi neu aelod o'ch teulu
- Rhoddwyd Caniatâd Dewisol i chi neu i aelod o'ch teulu

Sylwer, os penderfynwch astudio ar sail ran-amser ag un o'r teithebau a restrir uchod, fel arfer mae'n rhaid bod eich teitheb yn ddilys am hyd eich cwrs. Os nad yw'ch teitheb yn ddilys am hyd eich cwrs, bydd rhaid i chi wneud cais i'w hestyn cyn iddi ddod i ben. Fodd bynnag, os na allwch estyn eich teitheb yn un o'r categorïau a restrir uchod, a bydd angen i chi wneud cais am deitheb myfyriwr Haen 4 (Cyffredinol) i gwblhau'ch cwrs, byddwch yn cael caniatâd i astudio ar sail amser llawn yn unig. Os bydd rhaid i chi newid i deitheb myfyriwr Haen 4 o gategori arall, bydd angen i chi wirio a oes modd i chi wneud hyn yn y DU, neu a fydd rhaid i chi ddychwelyd i'ch gwlad breswyl i wneud cais. Sylwer, ni chaniateir i chi newid i deitheb Haen 4 yn y DU os oes teitheb dibynnydd gennych ar hyn o bryd.

Os ydych yn ystyried astudio ar sail ran-amser, a hoffech drafod yr opsiynau o ran eich teitheb neu statws mewnfudo, dylech gysylltu â'r Gwasanaeth Cyngori Myfyriwr Rhyngwladol (ISAS). E-bost isas@aberatwe.ac.uk neu gallwch drefnu apwyntiad gydag ymgynghorydd drwy ffonio +44 (0)1792 602000 neu drwy alw heibio derbynfa Bywyd Campws. Mae ISAS ar lawr gwaelod Adeilad Keir Hardie.

GOFYNION IAITH SAESNEG

Disgwylir i'r holl ymgeiswyr allu siarad ac ysgrifennu Saesneg i safon dda. Gellir dangos hyn drwy amrywiaeth o gymwysterau ac mae'n rhaid bodloni isafswm gofynion iaith Saesneg y Brifysgol cyn dechrau'r cwrs. I fyfyrwyr Rhyngwladol neu fyfyrwyr nad Saesneg yw eu hiaith gyntaf, y gofynion yw o leiaf IELTS 4.0 ar Lefel 3 ac IELTS 6.0 ar gyfer Lefel 4.

INFORMATION FOR THOSE WITH UNSPENT CRIMINAL CONVICTIONS

Swansea University aims to promote equality of opportunity for all applicants with the right mix of talent, skills and potential. Swansea University welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' or "filtered" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Having a caution or conviction will not necessarily bar you from a place on your chosen course. This will depend on the circumstances and background to your offence(s).

Applicants are asked to disclose on their application forms for programmes which do not involve working with children or vulnerable adults whether they have any "unspent" convictions or cautions. Applicants who disclose unspent criminal convictions or cautions on their application forms will first be judged on academic grounds. If an Admissions Tutor wishes to recommend an offer, the Admissions Office would at this stage write to the applicant requesting further information which would be considered by the Admissions Selector and Pro Vice Chancellor with responsibility for Admissions to decide whether or not the application could proceed.

Any applicant who receives a caution or conviction after applying and before the date of enrolment to the University should inform the DACE without delay. If a student is convicted after enrolment he/she should inform DACE immediately.

DATA PROTECTION NOTICE

Information is requested and used in accordance with the Data Protection Act 1998. Information held by the University about you, (such as the information you provide on your pre-enrolment and enrolment forms) is added to a database, extracts from which are passed to central government departments and agencies and devolved administrations, which require it to enable them to carry out their statutory functions. You may wish to note that your contact details will not be made available, your names will not be used or included in statistical analysis and precautions are taken to minimise the risk that you will be able to be identified from the data.

It is a legal requirement that some information held by the University about you, will be sent to the Higher Education Statistics Agency (HESA). You may wish to note that your contact details will not be made available, your names will not be used or included in statistical analysis and precautions are taken to minimise the risk that you will be able to be identified from the data.

GWYBODAETH I'R RHAI SYDD Â CHOLLFARN DROSEDDOL HEB DDARFOD

Mae Prifysgol Abertawe yn ceisio hyrwyddo cyfle cyfartal i'r holl ymgeiswyr sydd â'r cyfuniad cywir o allu, sgiliau a photensial. Mae Prifysgol Abertawe'n croesawu ceisiadau gan ymgeiswyr o gefndiroedd amrywiol. Ni fydd cofnodion troseddol yn cael eu hystyried at ddibenion recriwtio ond pan fydd y gollfarn yn berthnasol. Oni bai fod natur y gwaith yn gofyn am hynny, ni ofynnir i chi ddatgelu collfarnau sydd wedi darfod neu eu 'hidlo' o dan Orchymyn 1975 Deddf Adsefydlu Troseddwy 1974 (Eithriadau) (fel y'i diwygiwyd yn 2013). Ni fydd rhybuddiad neu gollfarn o reidrwydd yn eich gwahardd rhag cael lle ar y cwrs o'ch dewis. Bydd hyn yn dibynnu ar amgylchiadau a chefnidir eich trosedd(au).

Gofynnir i ymgeiswyr am raglenni nad ydynt yn cynnwys gweithio gyda phlant neu oedolion diamddiffyn ddatgelu a oes ganddynt unrhyw gollfarn neu rybuddiad sydd "heb ddarfod". Bydd ymgeiswyr sy'n datgelu collfarnau troseddol neu rybuddiad heb ddarfod ar eu ffurflenni cais yn cael eu barnu ar seiliau academaidd yn y lle cyntaf. Os bydd Tiwtor Derbyn yn dymuno argymhell cynnig, bydd y Swyddfa Derbyn yn ysgrifennu at yr ymgeisydd ar y cam hwn i ofyn am ragor o wybodaeth a fydd yn cael ei hystyried gan y Dewisydd Derbyniadau a'r Dirprwy Is-ganghellor sy'n gyfrifol am benderfynu a ellir bwrw ymlaen â'r cais ai peidio.

Dylai unrhyw ymgeisydd sy'n cael rhybuddiad neu gollfarn ar ôl gwneud cais a chyn dyddiad cofrestru gyda'r Brifysgol, roi gwybod i AABO yn ddi-oed. Os caiff myfyriwr ei gollfarnu ar ôl cofrestru, dylai roi gwybod i AABO yn ddi-oed.

HYSBYSIAD DIOGELU DATA

Gofynnir am wybodaeth ac fe'i defnyddir yn unol â Deddf Diogelu Data 1998. Caiff gwybodaeth y mae'r Brifysgol yn ei dal amdanoch (megis yr wybodaeth a ddarparwch ar eich ffurflenni cyn-gofrestru a chofrestru) ei hychwanegu at gronfa ddata. Caiff detholiadau o'r gronfa ddata hon eu rhannu ag adrannau ac asiantaethau'r llywodraeth a gweinyddiaethau datganoledig sy'n gofyn amdanynt er mwyn eu galluogi i gyflawni eu swyddogaethau statudol. Sylwer na chaiff eich manylion cyswllt eu darparu, na chaiff eich enwau eu defnyddio na'u cynnwys mewn dadansoddiadau ystadegol a chymerir rhagofalon er mwyn lleihau'r risg y bydd modd eich adnabod ar sail y data.

Mae'n ofyniad cyfreithiol y caiff peth o'r wybodaeth sydd gan y Brifysgol amdanoch ei hanfon i'r Asiantaeth Ystadegau Addysg Uwch (HESA). Sylwer na chaiff eich manylion cyswllt eu darparu, na chaiff eich enwau eu defnyddio na'u cynnwys mewn dadansoddiadau ystadegol a chymerir rhagofalon er mwyn lleihau'r risg y bydd modd eich adnabod ar sail y data.

DACE COMMUNITY BASED PUBLIC LECTURES

ADMISSION IS FREE BUT PLEASE NOTE THAT FOR SOME LECTURES THE SEATING IS LIMITED, SO TELEPHONE TO BOOK YOUR PLACE AND AVOID DISAPPOINTMENT.

Thursday 19 October 2017, 3.45pm – 5.30pm
Dr David Greaves

THE TENSION BETWEEN CREATIVITY AND THERAPY: A TRIBUTE TO KATE D'LIMA

Kate D'Lima was a lecturer at DACE who sadly died before she was able to complete her doctorate. This talk describes her work on the use of creative writing with chronically ill and distressed patients and show both its implications for practice and the development of medical models.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Thursday 9 November 2017 6.30pm- 8pm
Dr Penny Sartori and Kelly Walsh

THE TRANSFORMATIVE POWER OF NEAR-DEATH EXPERIENCES (NDES)

Following an NDE, many people are profoundly transformed. This talk describes ways in which people can be transformed and how this is conducive to our evolution. Kelly Walsh will describe how her life was transformed by her experience.

Venue: Faraday Lecture Theatre, Swansea University, Singleton Park, Swansea, SA2 8PP (to be confirmed)

Wednesday 13 December 2017, 3.30pm – 5.15pm
Peter Richards

MARILYN MONROE

Marilyn Monroe was one of the most legendary of screen goddesses. From humble beginnings she became one of the most famous women in the world. This illustrated talk looks behind the public face of an insecure woman who was constantly battling her demons.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

DARLITHOEDD CYHOEDDUS AABO YN Y GYMUNED

MAE MYNEDIAD AM DDIM OND SYLWER BOD NIFER CYFYNGEDIG O SEDDI AR GAEL, FELY FFOINIWCN NI I GADW'CH LLE AC OSGOI CAEL EICH SIOMI.

Dydd Iau 19 Hydref 2017, 3.45pm - 5.30pm
Dr David Greaves

THE TENSION BETWEEN CREATIVITY AND THERAPY: A TRIBUTE TO KATE D'LIMA

Roedd Kate D'Lima yn ddarlithydd gydag AABO a fu farw cyn iddi allu cwblhau ei doethuriaeth. Mae'r ddarlith hon yn disgrifio ei gwaith yn defnyddio ysgrifennu creadigol gyda chleifion sy'n dost yn gronig a chleifion sydd ag iselder gan ddangos ei oblygiadau ar gyfer ymarfer a datblygu modelau meddygol.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, Y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

Dydd Iau 9 Tachwedd 2017, 6.30pm - 8.00pm
Dr Penny Sartori a Kelly Walsh

THE TRANSFORMATIVE POWER OF NEAR-DEATH EXPERIENCES (NDES)

Ar ôl profiad agos at angau caiff nifer o bobl eu gweddnewid yn ddwys. Mae'r ddarlith hon yn disgrifio'r ffyrdd y gall pobl gael eu gweddnewid a sut mae hyn yn ffafriol i'n hesblygiad. Bydd Kelly Walsh yn disgrifio sut cafodd ei bywyd ei weddnewid gan ei phrofiad.

Darlithfa Faraday, Prifysgol Abertawe, Parc Singleton, Abertawe, SA2 8PP (l'w gadarnhau)

Dydd Mercher 13 Rhagfyr 2017, 3.30pm -5.15pm
Peter Richards

MARILYN MONROE

Roedd Marilyn Monroe yn un o dduwiesau mwyaf eiconig y sgrin. O gychwyn bywyd gwerinol daeth yn un o'r menywod mwyaf enwog yn y byd. Mae'r ddarlith â lluniau hon yn edrych y tu ôl i wyneb cyhoeddus menyw fregus a oedd byth a beunydd yn brwydro yn erbyn ei demoniaid.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

25 January 2018, 3.45pm – 5.30pm
Dr Rebecca Clifford

FAMILY REUNIFICATION AFTER THE HOLOCAUST

During the Holocaust, parents and children were often separated from each other for years. Where surviving parents and children found each other again after the war, we assume that such cases of family reunification must have marked 'happy endings', yet the archival record tells otherwise.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Dydd Iau 25 Ionawr 2018, 3.45pm - 5.30pm
Dr Rebecca Clifford

FAMILY REUNIFICATION AFTER THE HOLOCAUST

Yn ystod yr Holocost yn aml cafodd rhieni a phlant eu gwahanu o'i gilydd am flynyddoedd. Yn achosion lle y cafodd rhieni a phlant hyd i'w gilydd unwaith eto ar ôl y rhyfel cymerir yn ganiataol y byddai'n rhaid bod achosion o ailuno'r teulu wedi bod yn 'ddiwedd glo hapus' ond mae'r cofnodion archifol yn nodi i'r gwrthwyneb.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

Saturday 17 February 2018, 2pm – 3pm
Professor Louise Miskell

THE SWANSEA COPPER INDUSTRY IN A CHANGING GLOBAL MARKETPLACE, C.1820-1860

The lecture will examine the transformation in global copper ore production and transportation which took place in the first half of the nineteenth century and how this affected the major copper smelting firms in Swansea.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Dydd Sadwrn 17 Chwefror 2018, 2.00pm - 3.00pm
Yr Athro Louise Miskell

THE SWANSEA COPPER INDUSTRY IN A CHANGING GLOBAL MARKETPLACE, C.1820-1860

Bydd y ddarlith yn archwilio'r gweddnewid ym maes cynhyrchu mwyn copr a'i gludo ar draws y byd a ddigwyddodd yn ystod hanner cyntaf y bedwaredd ganrif ar bymtheg a sut cafodd hyn effaith ar y cwmnïau mawr yn Abertawe a oedd yn smeltio copr.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

Thursday 15 March 2018, 3.45pm – 5.30pm
Dr Don Williams

THE PHYSICIANS OF MYDDFAI

This celebrated Welsh medical tradition started in the 13th century as court physicians to the Welsh princes. Later medical skills were handed down in families in Myddfai, a remote village in Carmarthenshire, and it is remarkable that it has flourished into the 21st century.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Dydd Iau 15 Mawrth 2018, 3.45pm - 5.30pm
Dr Don Williams

THE PHYSICIANS OF MYDDFAI

Cychwynnodd y traddodiad meddygol Cymreig yn y 13eg Ganrif fel meddygon llys i dywysogion Cymru. Yn hwyrach, trosglwyddwyd sgiliau meddygol rhwng cenedlaethau teuluoedd ym Myddfai sef pentref pellgyrhaeddol yn Sir Gaerfyrddin, ac mae'n argyhoeddedig ei bod wedi ffynnu hyd at yr 21ain Ganrif.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

Thursday 12 April 2018, 3.45pm – 5.30pm
Dr Ruth Horry

GETTING THE BAD GUY: THE PSYCHOLOGY OF EYEWITNESS IDENTIFICATION

Imagine that after witnessing a crime, the police ask you to look at a line-up. Could you identify the perpetrator? This talk explores the psychology of eyewitness identification, and why we so often get it wrong.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Wednesday 9 May 2018, 3.30pm – 5.15pm
Dr Regina Poertner

THE PERILS OF LIBERTY: WARTIME LEGISLATION AND THE U.S. CONSTITUTION, 1917-1919

This talk investigates the legal fall-out from war-time paranoia and 'red scare' in the United States in the First World War and its immediate aftermath. The resulting legislation dealt with crimes as diverse and potentially elusive as obstruction of recruitment, active or passive civil and military disobedience, espionage, sedition, and trading with the enemy.

Venue: The Discovery Room, Swansea Central Library, Civic Centre, Oystermouth Road, Swansea, SA1 3SN

Dydd Iau 12 Ebrill 2018, 3.45pm - 5.30pm
Dr Ruth Horry

GETTING THE BAD GUY: THE PSYCHOLOGY OF EYEWITNESS IDENTIFICATION

Dychmygwch fod yr heddlu yn gofyn i chi edrych ar gyfres o bobl ar ôl i chi fod yn dyst i drosedd. A fyddai modd i chi adnabod y troseddwr? Mae'r ddarlith hon yn archwilio seicoleg y broses o dystion yn adnabod troseddwr a pham ei bod yn aml yn anghywir

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN

Dydd Mercher 9 Mai 2018, 3.30pm - 5.15pm
Dr Regina Poertner

THE PERILS OF LIBERTY: WARTIME LEGISLATION AND THE U.S. CONSTITUTION, 1917-1919

Mae'r ddarlith hon yn archwilio canlyniadau cyfreithiol paranoia a 'red scare' yn Unol Daleithiau America yn ystod y Rhyfel Byd Cyntaf a'r cyfnod syth ar ôl hynny. Aeth y ddeddfwriaeth a arweiniwyd gan hyn i'r afael â throseddau mor amrywiol ac annaliadwy posib â rhwystro recriwtio, anufudd-dod sifil a milwrol gweithredol neu oddefol, ysbïwriaeth, annog gwrthryfel a masnachu gyda'r gelyn.

Lleoliad: Yr Ystafell Ddarganfod, Llyfrgell Ganolog Abertawe, y Ganolfan Ddinesig, Heol Ystumllwynarth, Abertawe SA1 3SN



For news, details on forthcoming events and modules and other useful information check our website

www.swansea.ac.uk/dace

I gael newyddion a manylion am ddigwyddiadau a modiwlau sydd ar y gorwel, a gwybodaeth ddefnyddiol arall, ewch i'n gwefan

www.swansea.ac.uk/dace

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 **DACE_SwanseaUni**





Cyrsiau Rhan-amser i Oedolion - 2017-2018



Cyrsiau Addysg Uwch Byr Achredidig

Tystysgrif Addysg Uwch a Rhaglenni Diploma
mewn Cwrsela a Chyfryngau Digidol

Rhaglen Radd BA Rhan-amser Dyniaethau, Hanes neu Saesneg



Ar y Campws ac Mewn Lleoliadau Cymunedol



Abertawe, Castell-nedd Port Talbot a Sir Gaerfyrddin