

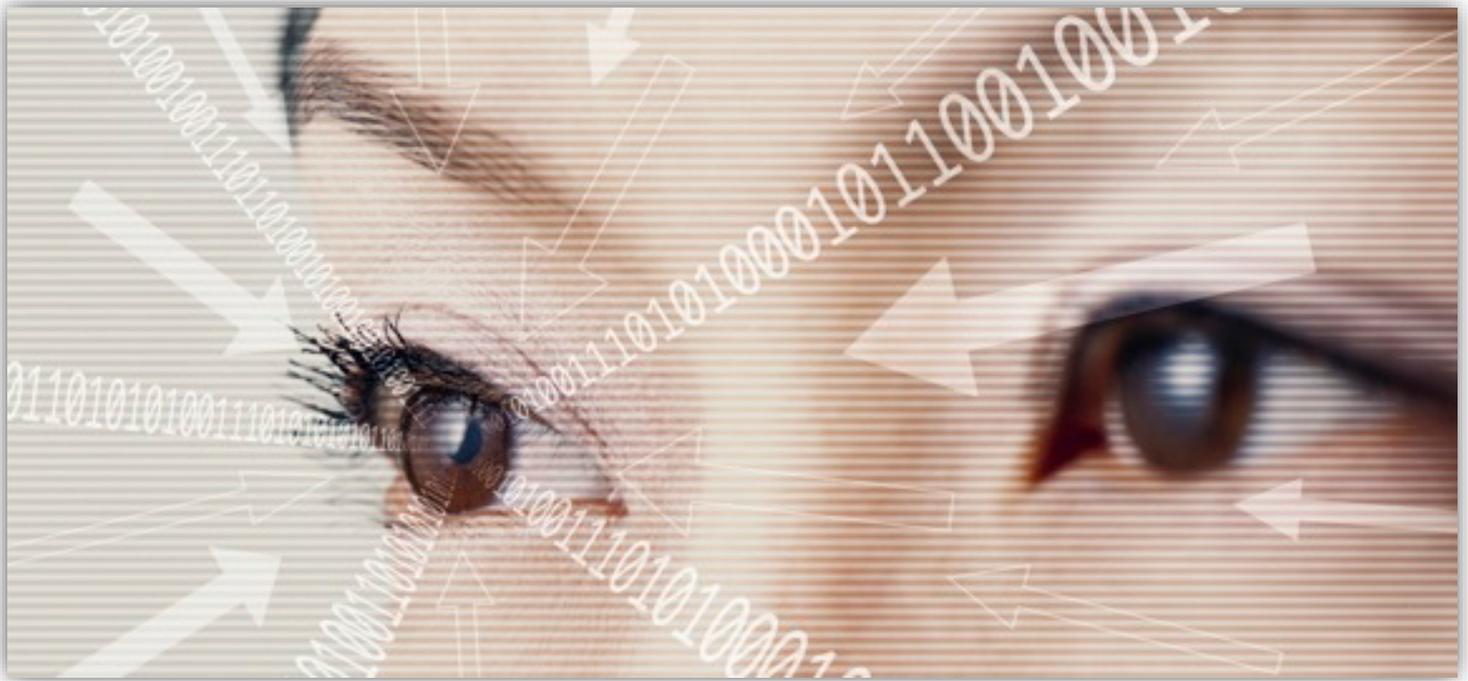
Gibraltar College

Empowering learners of all generations



Professional & Continuing Education Prospectus 2019 - 2020

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Gibraltar
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Welcome

Welcome to our prospectus for students and employers.

In this prospectus we aim to provide you with information about our courses and show you what you can achieve with the qualification you choose. Whether you are looking to develop a new hobby, improve your skills or move to the next level in your career, Gibraltar College has a course that's right for you.

At Gibraltar College we provide a challenging student experience with lots of ways to get involved; great staff with relevant academic and industrial experience who care about your success; and a wide range of qualifications. The wide variety of courses on offer is scheduled in order to accommodate busy lives, with part-time and evening options available.

I hope very much that you will choose to study your professional course or any

other programme at Gibraltar College and we very much look forward to welcoming you very soon.



Daniel Benrimoj
BSc (Hons), MSc, MA, PGCE, QTS
Professional Courses and Continuing Education Coordinator

Gibraltar College
Continuing Education Programme
September 2019 – June 2020

Introduction

THE COURSES LISTED IN THIS PROSPECTUS ARE OFFERED ON THE BASIS THAT SUFFICIENT STUDENTS WILL BE RECRUITED TO EACH CLASS TO MAKE THE COURSE VIABLE. THE COLLEGE RESERVES THE RIGHT TO CANCEL ANY COURSE, WHICH DOES NOT MEET THE MINIMUM CLASS SIZE REQUIREMENT.

THIS PROSPECTUS CONTAINS INFORMATION ON THE COURSES OFFERED, THE DAYS THEY ARE TAUGHT, *(Please note that these are subject to change)*, AND THE REGULATIONS WHICH GOVERN THE TEACHING OF THE COURSES. PLEASE STUDY THE INFORMATION CAREFULLY BEFORE APPLYING. FEES PAID CANNOT ORDINARILY BE REFUNDED.

Enrolment Dates

Enrolment is on a first-come basis. The College does not interview students applying for Continuing Education courses. Prospective students should ensure that the course applied for meets their needs and expectations. College staff may be able to offer advice if requested. Fees must be paid at the College Reception at the time of enrolment. Payment may be made in sterling, by cheque made out to: “Government General Account” or by debit card. Please note that College staff work Summer Hours (09:00 to 12:45) from the 2nd until the 6th September 2019 and 09:00 to 15:00 thereafter. Acceptance onto a course is usually automatic.

ENROLMENT DATES

AUTUMN

02/09/19 – 13/09/19

SPRING

07/01/20 – 15/01/20

SUMMER

16/03/20 – 25/03/20

Dates may be subject to change

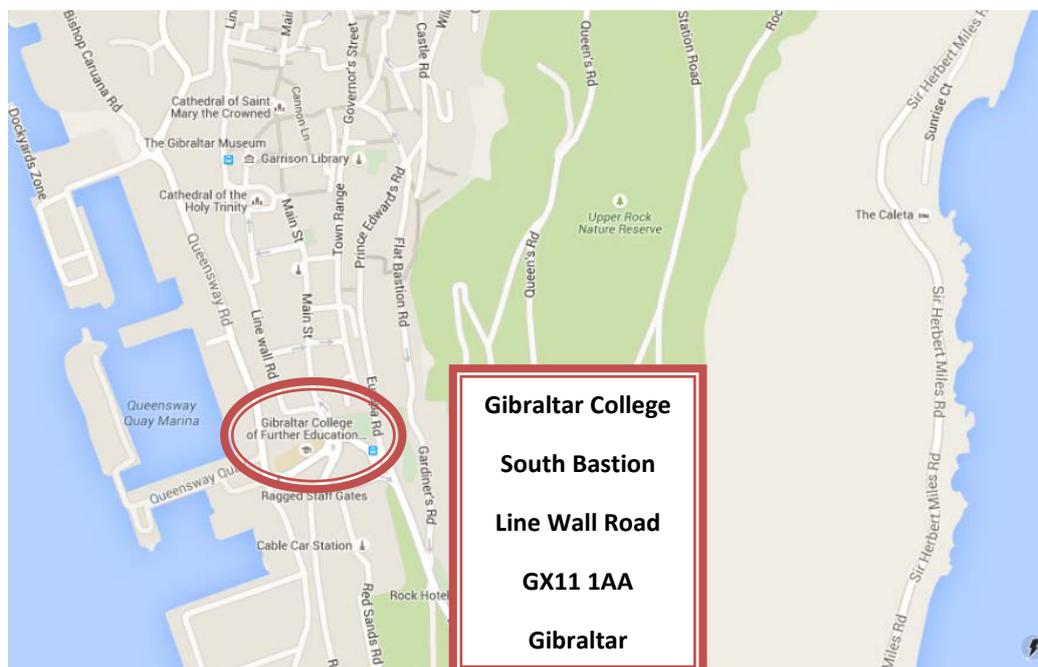


Term Dates

IT, Leisure and Language classes (Beginners/Intermediate) usually run for 10 weeks and are repeated in the Spring and Summer terms, depending on demand. Examination classes and Professional Courses (CMI) may have different term dates. Examination classes normally prepare students for examinations in late May and June 2020, depending on start date and course. Each examination board and Professional Body sets its own examination dates, which will be communicated to students directly by the Professional Body. Entry dates for examination boards are advertised in the local media. The term dates are given in the calendar below.

<u>TERM DATES</u>	
AUTUMN	MID TERM
30/08/19 – 20/12/19	28/10/19 – 01/11/19
SPRING	EASTER
07/01/20 – 03/04/20	06/04/20 – 13/04/20
SUMMER	HOLIDAYS
14/04/20 – 07/07/20	30/04/20 – Worker's Memorial
	01/05/20 – May Day
	21/05/20 – Ascension Thursday
	25/05/20 – Spring Bank Holiday
	15/06/20 - Queen's Birthday

Where are we?



REGULATIONS AND GENERAL INFORMATION

1 Admissions

- a) Courses listed in this prospectus are open to all persons, without restriction. However, prospective students in full-time education **MUST** produce a letter of authorisation signed by the Headteacher/Principal of the relevant school/college at the time of enrolment. No enrolment will take place until this condition is satisfied. Course fees are payable.
- b) Numbers on courses are limited depending on subject and available resources. Enrolment will be on a “first come” basis.
- c) Late admissions to Examination and Professional Courses will not normally be possible after mid-term (end of October) even if class numbers allow. Persons admitted late must try their best to “catch up” but cannot expect lecturers to repeat lessons/lectures. They will be issued with any relevant printed notes and handouts where possible.

2 Enrolment

- a) Enrolment dates are provided in page 3 of this prospectus and are also announced in the local media, college website and social media (Facebook). Prospective students must enrol at the College reception between **09:00 – 13:00 during the Autumn Term (first week)** and between **09:00 – 15:00 during both Spring and Summer terms**. Telephone, fax or e-mail enrolments are not entertained, nor are the reservation of places on courses.
- b) Except for sponsored school/college students, course fees must be paid at the time of enrolment.

c) The College will issue an official receipt on completion of enrolment. The receipt will be required by lecturers on first registration in class and should be kept safe until the end of the course. Students may be asked to produce their receipt at any time during the duration of their course.

3 Fees

a) Course fees payable are as shown on this prospectus, in the COURSE FEE column. The fees are inclusive of materials and technical help unless otherwise stated but **exclude textbooks and examination fees**.

b) Examination entry fees and Membership Fees (these last applicable to Professional Courses) are **not included** in course fees and must be paid for separately. Membership Fees are ordinarily payable direct to the Professional Body at the time of first registration with that body. Please note that most Professional Bodies require the payment of membership fees before students are allowed to enter their assessments.

c) Fees will only be refunded if the course the student has enrolled on is cancelled. Fees are not otherwise refundable.

d) Places on a course are not transferable.

4 Attendance and behaviour

The course lecturer(s) will keep a register of all attendances. Students should ensure that they have been entered correctly.

a) The College Principal reserves the right to exclude any student from attendance, without refund of fees, for irregular attendance, misconduct or for any behaviour which, in the opinion of the Principal, interferes with the smooth running of the course or the learning process of fellow students.

b) Students are advised that **smoking is prohibited** within the college premises including the outside patio. Food and drink are not allowed in classrooms. Please note too that none of the teaching venues have catering facilities.

c) Parking is not allowed within the college premises.

5 Formation and continuation of classes

a) The Principal reserves the right to discontinue any class, or to change the time, date and venue in which the class meets and to merge or subdivide a class as circumstances may dictate.

b) Class times may be changed by unanimous agreement of the students and the lecturer, if timetabling allows for such a change. All changes must be approved by the Continuing Education and Professional Courses Coordinator.

6 College Holidays and Postponement of Classes

- a) Classes do not take place during College Holidays. Lecturers and students must agree an alternative date and inform the Continuing Education and Professional Courses Coordinator in advance so that timetable adjustments can be made.
- b) Classes postponed due to the absence of the Lecturer will be re-scheduled to a date and time convenient to the Lecturer and students. The change must be approved by the Continuing Education and Professional Courses Coordinator and should be communicated to him in sufficient time to allow for timetable changes.

7 Registration for Examinations and Examinations Procedures

- a) It is the responsibility of students to register and enter themselves for examinations. The dates for registrations for public Examining Boards (OCR, AQA, etc.) are advertised in the local press, radio and television. Professional Bodies communicate directly with students.
- b) Lecturers will inform students of the syllabus being followed, the name of the Examining Board, the syllabus code and the component codes the student should register for. These details will be required when registering for examinations. It is the students' responsibility to have these details to hand when entering themselves for an examination.
- c) Examination dates are set by the Examining Boards and cannot be changed except with the express approval of the Board concerned. Special arrangements can be made for students suffering from disabilities at the discretion of the Boards. Please note that Examining Boards usually require medical and/or other certificates before granting such requests. Requests for special arrangements should initially be made to the College Administration Manager/Examinations Officer, at the time of registration for the examination.
- d) Students registering for examinations at two different Centres and/or with different Boards should note that clashes resulting from double entry are often very difficult to resolve. Boards do not usually consider such clashes as sufficient grounds for special arrangements. Where such special arrangements are granted but incur additional costs, the student will be expected to pay the extra costs concerned before the arrangements can be proceeded with.
- e) It is the students' responsibility to check the examinations timetable to ensure that clashes do not occur. Examination timetables are available at all Centres entering students.
- f) Students who have registered for examinations are issued a Statement of Entry by the Examination Board concerned. They should ensure the personal details on the statement of Entry are correct and bring inaccuracies to the attention of the Examinations Officer immediately.
- g) The Statement of Entry will be required by the Invigilator at the time of the examinations and should therefore be kept safely.

PLEASE NOTE that course fees do not include examination or invigilation fees except where stated.

h) Students taking Professional Courses are usually advised of examination dates and procedures for registering for the examinations by the relevant Professional Body. Entry fees are usually paid directly by the student to the Professional Body.

l) Some courses require other formal assessments to be made during the year. The dates and arrangements for these assessments will be communicated by the course lecturer(s) at least a week in advance.

8 MATERIALS AND TEXTBOOKS

a) Textbooks: The College does not supply textbooks, nor are these included in the course fees. Lecturers may recommend a particular textbook and other reading material.

b) Materials: Course notes, when available, are issued free of charge to students. Paints and art paper are issued free of charge to students.

c) Students attending Sewing, Glass and Woodwork classes (when offered) may be asked to supply the materials required and will, of course, be able to take these home at the end of the class.

2019 – 2020 COURSE LIST

SUBJECT	LEVEL	WEEKS	DAY	Time	TUTOR	FEE
Arabic	Beginners	10	Thur	6pm – 8pm	Mrs N Pereira	£110
Arabic	Beginners 2	10	Wed	6pm – 8pm	Mrs N Pereira	£110
Art & Design: Fine Art	Leisure	10	Thur	6pm – 8pm	Mr F Gomez	£110
Art: Draw From Life	Leisure	10	Tues	6pm – 8pm	Mr S Rodriguez	£130
Baking: Cakes & Puddings	Leisure	7	Thur	6pm – 8pm	Mr A Perez	TBC
Business English	Level 3 (CEF B1)	25	Mon	6pm – 8pm	Mrs J Olesen	£265
CMI Diploma First Line Management	Level 3 (Jan 2020 start)	45	Tue	6pm – 8pm	CMI Team	£TBC
CMI Extended Diploma Leadership and Management	Level 5 (Jan 2020 start)	48	Wed	6pm – 8pm	CMI Team	£TBC
Cookery 1	Leisure	10	Tues	6pm – 8pm	Mr A Perez	TBC
Cookery 2 (For those who have completed Cookery 1)	Leisure	10	Wed	6pm – 8pm	Mr A Perez	TBC
Digital Photography & Photoshop	Leisure	10	Thur	6pm – 8pm	Mr R Pereira	£110
English	ESOL (English for Speakers of Other Languages)	32	Tue & Wed	6pm – 8pm	ESOL Team	£405
English	GCE (O Level)	32	Tues	6pm – 8pm	Mr S Bonavia	£225
English Beginners for Arabic Speakers	Leisure	10	Mon & Tues	6pm – 8pm	Mrs N Pereira	£200
Food Energetics & Traditional Chinese Medicine	Leisure	8	Tues	6pm – 8pm	Mrs L Hillman	£100
French	GCSE	32	Thur	6pm – 8pm	TBC	£225
German	Beginners	10	Thur	6pm – 8pm	Ms R Sampedro	£110
Introduction to Microsoft Excel	Leisure	10	Tues	6pm – 8pm	Mr D Celecia	£130
Introduction to Microsoft Word	Leisure	10	Wed	6pm – 8pm	Mr D Celecia	£130
Italian	GCSE	32	Wed	6pm – 8pm	Mrs P Poggio	£225
Mathematics	GCSE	32	Wed	6pm – 8pm	Mr R Pereira	£225
Mathematics	Level 2 (Functional Skills)	32	Thur	6pm – 8pm	Mr R Pereira	£225
Mindfulness Based Stress Reduction	Leisure	8	Wed	6pm – 8pm	Mrs L Hillman	£100
Sewing	Leisure	10	Tue	6pm – 8pm	Mrs C Buttigieg	£130
Spanish	Beginners	10	Wed	6pm – 8pm	Mr D Benrimoj	£110
Spanish	Intermediate	10	Thur	6pm – 8pm	Mr D Benrimoj	£110
Spanish	GCSE (one year course for those who already have some understanding of language)	32	Tue	6pm – 8pm	Mr A Ramagge	£225
Spanish	Pre GCSE continuation (for those who have completed pre GCSE course)	32	Thur	6pm – 8pm	MS S Agius	£225
Spanish	Pre GCSE	32	Tue	6pm – 8pm	MS S Agius	£225
Woodwork & Glass	Leisure	10	Thur	6pm – 8pm	Mr G Pratts	£145

Please note: Classes will run provided sufficient students enroll. Days when classes will be held may be subject to change.

TBC – To Be Confirmed

GCE English Language:

Course Duration: 32 Weeks

Course Fee: £225

Lecturer: Mr S Bonavia
E-Mail:[stewart_bonavia@hotmail.com]
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Overview

The Cambridge O Level, part of the Cambridge Secondary 2 Stage, is an internationally recognised qualification equivalent to the UK General Certificate of Secondary Education (GCSE). Cambridge O Level provides learners with excellent preparation for academic progression to Cambridge Advanced, including Cambridge A/AS Levels if desired.

The Cambridge O Level curriculum places emphasis on broad and balanced study across a wide range of subjects. The curriculum develops learners' skills in creative thinking, enquiry and problem solving and is structured so that learners attain both practical skills and theoretical knowledge.

Aims

A qualification in this syllabus demonstrates to universities and employers that candidates can communicate effectively in Standard English through:

- Communicate competence: the ability to communicate with clarity, relevance, accuracy and variety.
- Creativity: the ability to use language, experience and imagination to respond to new situations, create original ideas and make positive impact.
- Critical skills: the ability to scan, filter and analyse different forms of information.
- Cross-cultural awareness: the ability to engage with issues inside and outside own community, dealing with the familiar as well as the unfamiliar.

Course Structure

PAPER 1 - WRITING (1 HOUR 30 MINS) (50 MARKS)

The Task aspect of Paper 1 is Directed Writing, where communication of key information is required to achieve a specific purpose for a certain audience in a particular situation. Language (as well as content) is tested in the Creative Writing section, where candidates have an opportunity to display their English language skills in order to express their opinion, experience or imagination.

PAPER 2 - READING (1 HOUR 45 MINS) (50 MARKS)

The Task aspect of Paper 2 is Reading for Ideas, where scanning for and summarizing specific information is required to achieve and convey a global understanding of a text. Language is tested in the Reading for Meaning section, where there is a greater demand for English language skills to demonstrate more in-depth understanding of a text.

Who is this course for?

This GCE English course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

Although there are no entry requirements for this course, it is advisable that you feel comfortable with grammar, spelling and punctuation.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

PTE General ESOL English

Course Duration: 32 Weeks

Course Fee: £405

Lecturer: ESOL Team
E-Mail: [TBC]
Location: [J M Annexe/Main Building]
Session Hours: [18:00 - 20:00]

Overview

PTE General is provided in partnership with Edexcel Limited, the largest UK awarding body for academic and vocational qualifications. PTE General is intended for learners of English who are speakers of other languages (ESOL). At the different levels the test items do not require any prior knowledge of the world beyond what people may need at a comparable level in their own language to function in their social, academic or professional life.

An ESOL qualification will help you to live and work in Gibraltar and to take a higher qualification to improve your job prospects.

We offer a range of courses from foundation level 1 to Level 5. Foundation courses offer the chance for learners with very little or no literacy to begin to learn English. Classes are held twice a week for a total duration of 32 weeks.

Aims

A qualification in this syllabus aims to develop the ability of candidates to:

- Listen and respond to different types of spoken language of an increasing range of complexity.
- Express themselves in speech using a range of vocabulary and grammatical structures.
- Read and respond to different types of written language of an increasing range of complexity.
- Express themselves effectively in writing using a range of vocabulary and grammatical structures.

Qualification Structure

The specification has a 4-unit structure. There are three mandatory components and one optional component. These units are::

- Listening
- Reading
- Writing
- Speaking

Levels Table (For reference purposes)

EDI JETSET Level	Common European Framework (CEF) Level
Level 5	CEFR Level C2
Level 4	CEFR Level C1
Level 3	CEFR Level B2
Level 2	CEFR Level B1
Level 1	CEFR Level A2
Foundation Level	CEFR Level A1

Who is this course for?

This course is for students in the early stages of learning English who may have no or some knowledge of English.

What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

Although there are no entry requirements for this course, it is advisable that you feel comfortable with grammar, spelling and punctuation.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Note: Examinations are normally held in June (Saturday).

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

GCSE French:

Course Duration: 32 Weeks

Course Fee: £225

Overview

This is a course for students who wish to develop a deeper understanding of French society, language and culture. It also aims to develop overall competence, communication skills and grammatical knowledge in French and act as preparation for anyone wanting to continue their studies at A-level. However, above all, the course is for anyone who loves France and the French language.

Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Understand and respond to spoken language.
- Communicate in speech, showing knowledge of and applying accurately the grammar and structures prescribed in the specification.

The following topic areas will be covered:

- Personal and social life - Self, family, friends, home life, shopping, meals, healthy living, free time, fashion, relationships, future plans.
- Local Community - Home town, school, education, local environment, pollution, recycling, local facilities, comparisons with other towns and regions, weather and seasons.
- The world of work - Work experience, part-time jobs, future careers and technology.
- The wider world - Travel and holidays, media, social issues, life in the countries and communities where the language is spoken.

Course Structure

Assessment is by means of 4 units of assessment offered at Foundation and Higher Tier:

- Unit 1 Listening (35 mins) - 25%
- Unit 2 Speaking (10 – 12 Minutes) - 25%
- Unit 3 Reading (45 mins) - 25%
- Unit 4 Writing (1hr 15 min) - 25%

Lecturer: TBC

E-Mail:

[mark.montovio@schools.edu.gi]

Location:[Main Building]

Session Hours: [18:00 - 20:00]

Who is this course for?

This GCSE French course primarily prepare students to take the GCSE exam. As a beginner, there is a core requirement to undertake significant further reading and revision work from home. Ideally, you would have completed a beginners course though this is not a requirement. Please also note that you will have to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

GCSE Italian:

Course Duration: 32 Weeks

Course Fee: £225

Overview

This is a course for students who wish to develop a deeper understanding of Italian society, language and culture. It also aims to develop overall competence, communication skills and grammatical knowledge in Italian and act as preparation for anyone wanting to continue their studies at A-level. However, above all, the course is for anyone who loves Italy and the Italian language.

Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Understand and respond to spoken and written language.
- Communicate in speech and in writing, showing knowledge of and applying accurately the grammar and structures prescribed in the specification.

The following topic areas will be covered:

- Identity and Culture.
- Local Area, Holiday and Travel.
- School.
- Future Aspirations, Study and Work.
- International and Global Dimension.

Course Structure

Assessment is by means of 4 units of assessment offered at Foundation and Higher Tier:

- Unit 1 Listening (35 mins) - 25%
- Unit 2 Speaking (10 – 12 Minutes) - 25%
- Unit 3 Reading (45 mins) - 25%
- Unit 4 Writing (1hr 15 min) - 25%

Lecturer: Mrs P Poggio
E-Mail: [paola.poggio@schools.edu.gi]
Location: [J M Annexe]
Session Hours: [18:00 - 20:00]

Who is this course for?

This GCSE Italian course is suitable if you have a basic knowledge of the foreign language. Please note that you will have to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

There are no entry requirements for this course. Although the course is suitable for beginners, some knowledge of French is recommended.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

GCSE Mathematics (9-1):

Course Duration: 32 Weeks

Course Fee: £225

Lecturer: Mr R Pereira
E-Mail: Rodney.pereira@Schools.edu.gi
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Overview

This course is a one-year intensive course leading to a GCSE Mathematics qualification. The course also provides a strong mathematical foundation for learners who go on to study mathematics at a higher level, post-16. Please note that this course will allow students to sit the foundation paper and not the higher paper and therefore only be able to achieve a top grade of 5 (Higher C in old specification).

- Number and Algebra – this covers working with Numbers and the Number System; Fractions, Decimals and Percentages; Ratio and Proportion; the Language of Algebra; Expressions and Equations; Sequences, Functions and Graphs.
- Geometry and Measures – this covers Properties of Angles and Shapes; Geometrical Reasoning and Calculation; Measures and Construction; Mensuration; Vectors.
- Statistics and Probability – this covers the Handling Data Cycle; Data Collection; Data Presentation and Analysis; Data Interpretation; Probability.

Aims and Learning Outcomes

A qualification in this syllabus demonstrates to universities and employers that candidates can:

- Develop fluent knowledge, skills and understanding of mathematical methods and concepts
- Acquire, select and apply mathematical techniques to solve problems.
- Comprehend, interpret and communicate mathematical information in a variety of forms appropriate to the information and context
- Reason mathematically, make deductions and inferences and draw conclusions.

Course Structure

The Scheme of Assessment can be found on the table below:

	Paper 1 (Calculator)	Paper 2 (Non-Calculator)	Paper 3 (Calculator)
Foundation Tier	1 ½ Hours Grades 1-5 100 Marks	1 ½ Hours Grades 1-5 100 Marks	1 ½ Hours Grades 1-5 100 Marks

Who is this course for?

This GCSE Maths course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebook, pens, pencils, folder, scientific calculator and geometry set comprising of ruler, set square, protractor and compass. You may also be required to purchase a text book.

Entry Requirements

No formal entry requirements.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Pre-GCSE Spanish:

Course Duration: 30 Weeks

Course Fee: £225

Lecturer: Ms S Agius
E-Mail: [syanne.agius@schools.edu.gi]
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Overview

The Pre-GCSE course will help you focus on all the core skills you need to succeed on the GCSE course. If you need extra preparation this gives you a great opportunity to achieve your potential. This 30 week course feeds into the GCSE class.

Aims and Learning Outcomes

The specification aims to give candidates the opportunity to:

- Derive enjoyment and benefit from language learning by following a coherent, satisfying and worthwhile course of study.
- Develop understanding of the language in a variety of contexts.
- Develop knowledge of the language and language learning skills.
- Develop the ability to communicate effectively in the language.

Course Structure

This course will consist of 30 taught sessions, each two hours in duration. Each session will consist of speaking, listening, reading, translation, grammar and writing; alongside GCSE exam practice/ past papers. Sessions will be taught in target language and will be interactive.

Course Content

- Identity and culture
 - Me, my family and friends
 - Technology in everyday life
 - Free-time activities
 - Customers and festivals in Spanish-speaking countries/ communities
- Local, national, international and global areas of interest
 - Home, town, neighborhood and region
 - Social issues
- Global issues
- Current and future study and employment
 - My studies
 - Life at school/ college
 - Education post-16
 - Job, career choices and ambitions.

By the end of the course, students will be able to develop their ability to communicate confidently and coherently with native speakers in speech and writing; express and develop thoughts and ideas spontaneously and fluently; listen to and understand clearly articulated, standard speech at near normal speed and deepen their knowledge about how language works and enrich their vocabulary to increase their independent use and understanding of extended language in a range of contexts.

Who is this course for?

This GCSE Spanish course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise accordingly.

Entry Requirements

Students are expected to know:

- Nouns
- Articles
- Pronouns
- Verbs:
 - Present
 - Preterit
 - Imperfect
 - Modes of address tú and usted
- Use of Ser and Estar
- Immediate future
- Use of Por and Para
- Numbers
- Dates
- Time

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

GCSE Spanish:

Course Duration: 32 Weeks

Course Fee: £225

Overview

This course is a one year intensive course leading to a GCSE Spanish qualification with the examining body AQA (8698). The course follows a Linear syllabus, which comprises three topic areas:

Aims and Learning Outcomes

The specification aims to give candidates the opportunity to::

- Derive enjoyment and benefit from language learning by following a coherent, satisfying and worthwhile course of study.
- Develop understanding of the language in a variety of contexts.
- Develop knowledge of the language and language learning skills.
- Develop the ability to communicate effectively in the language.
- Develop awareness and understanding of countries and communities where the language is spoken.
- Recognise that their linguistic knowledge, understanding and skills help them to take their place in a multilingual global society and also provide them with a suitable basis for further study and practical use of the language.

Course Structure

Assessment is by means of 4 units of assessment offered at Foundation and Higher Tier:

- Unit 1 Listening (35 mins) - 25%
- Unit 2 Speaking (10 – 12 Minutes) - 25%
- Unit 3 Reading (45 mins) - 25%
- Unit 4 Writing (1hr 15 min) - 25%

Lecturer: Mr A Ramagge

E-Mail:

[arthur.ramagge@schools.edu.gi]

Location: [Main Building]

Session Hours: [18:00 - 20:00]

Who is this course for?

This GCSE Spanish course is suitable if you are seeking employment, career advancement or just looking for a new challenge. Please note that you should be able to follow spoken and written instructions, read handouts/exercises and take part in group discussions.

What do I need to bring?

Notebooks, pens and a folder.

You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

Some knowledge of Spanish listening, speaking, reading and writing skills is recommended. Prior attendance to an intermediate level course or pre GCSE is advisable.

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Arabic Beginners:

Course Duration: 10 Weeks

Course Fee: £110

Lecturer: Ms N Pereira
E-Mail: nihalbufarracha@yahoo.com
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Overview

This Arabic course (Darija) is designed for learners who want to study basic Arabic language skills for everyday use. It will enable the learner to begin to communicate with Moroccan Arabic speakers. Apart from learning Arabic greeting and basics, the learner will also learn about some aspects of Moroccan culture.

Aims and Learning Outcomes

This course aims to provide the learner with grounding in the basic grammatical structure of Arabic dialect in order to communicate at a basic level in essential social and survival situations in Morocco. The emphasis is on speaking but the learner will also learn to read basic messages, understand authentic dialogues and produce his own dialogue in group and/ or pair work during the class.

Topics:

- Greetings
- Introduce yourself
- Numbers
- Telling the time
- Shopping, food and drink

Grammar:

- Pronunciation
- Feminine marker
- Different types of pronouns

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

Who is this course for?

This course is for students who are absolute beginners of Arabic, who wish to be able to hold basic conversation when travelling to Arabic speaking countries.

What do I need to bring?

The main textbook will be provided by tutor.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Arabic Beginners 2:

Course Duration: 10 Weeks

Course Fee: £110

Overview

Whether learning Arabic for travelling, working abroad or with foreign companies, the Arabic Beginners 2 course will enable students to communicate confidently on a basic level in everyday situations, socialize and not feel out of place when visiting Arabic-speaking countries. This follow on course from Arabic for Beginners I will enable you to learn more basic structures of Arabic in order to communicate at a basic level in everyday situations. You will also get an insight into various aspects of life and culture in Arabic speaking countries.

Aims and Learning Outcomes

The course encourages students to:

- Develop skills to communicate in Arabic for specific audiences, purposes, and contexts.
- Develop the skills of listening, speaking, reading, and writing, and use information.
- Use and understand pattern, order, and relationships and develop understanding of concepts such as time, number, and space in different cultures as expressed through language.
- Develop students' cognitive skills through analytical, critical, creative, and reflective thinking.
- Master basic grammar including number, gender, adjectival agreement and the present tense.

By the end of the course, students should be able to communicate in a simple way with an increasing range of vocabulary and language functions. In addition to that, student will be able to write a simple sentence using the Arabic script.

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

Lecturer: Ms N Pereira
E-Mail: nihalbufarracha@yahoo.com
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Who is this course for?

Arabic beginners 2 is a course for those who have completed Beginning Arabic 1 or similar (approximately 20 hours of study). The course will focus on extending your conversational and grammar skills

What do I need to bring?

There are no recommended text books to purchase for this course. Students will be provided with course notes and exercises using a modern standard Arabic book.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Art & Design: Fine Art

Course Duration: 10 Weeks

Course Fee: £110

Overview

A short course for beginners, suitable for anyone wishing to learn how to draw in a friendly environment. Over the duration of the course, the drawing process will be broken down into different elements. Each week students will explore different aspects of drawing to help gain confidence and conquer the fear of the white paper!

Aims and Learning Outcomes

The course encourages students to investigate and learn:

- Formal elements.
- Portraiture and figure drawing.
- Exploring the art of printmaking.
- Perspective drawing
- Working with the changes of luminosity in landscapes

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. There will be no formal homework set, but students will benefit from continuing their drawing practice at home between lessons.

Lecturer: Mr F Gomez
E-Mail:
fernando.gomez@schools.edu.gi
Location: [J M Annexe]
Session Hours: [18:00 - 20:00]

Who is this course for?

A short course for beginners wishing to learn how to draw in a friendly environment.

What do I need to bring?

Your tutor will advise on what to bring on the first lesson.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Art (Draw From Life):

Course Duration: 10 Weeks

Course Fee: £130

Lecturer: Sebastian Rodriguez
E-Mail: face@gibtelecom.net
Location: [J M Annexe]
Session Hours: Tuesdays [18:00 - 20:00]

Overview

The aim of the course is to learn the necessary tools to be able to interpret and synthesize objects (whether landscape, people, still life) from life (not secondary sources such as photography)

Aims and Learning Outcomes

The course encourages students to investigate and learn:

- Measuring
- Perspective
- Tonal Work
- Introduction to Portraiture (measuring, perspective and tone)
- Introduction to Figure drawing (measuring, perspective, gesture and tone)
- Outdoor "plein air" drawing (city- scapes).

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. There will be no formal homework set, but students will benefit from continuing their drawing practice at home between lessons. Those who believe they have no time to draw will be introduced to 2 minute practice routines aimed to train the eye.

Who is this course for?

A short course for those at beginners to intermediate level drawing- wishing to learn how to draw in a friendly environment.

What do I need to bring?

- Wodden mannequin

Entry Requirements

There are no entry requirements for this course.

Please note that student numbers are limited to 6 so early registration is recommended.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Baking - Cakes & Puddings:

Course Duration: 7 Weeks

Course Fee: £TBC

Lecturer: Mr A Perez
E-Mail: daniel.benrimoj@schools.edu.gi
Location: [TBC]
Session Hours: Thursday [18:00 - 20:00]

Overview

This is the dream course for those of you with a sweet tooth. Extend your baking repertoire and develop new skills with this professional course developed for existing bakers, chefs and advanced home bakers. Over the seven sessions of this course we will teach you how to bake a wide variety of different cakes, puddings and bread. We will give you a great repertoire of recipes and techniques to use in special occasions or simply to enjoy on a cold winter afternoon. At the end of each class you will sit down and recap the recipes and techniques with the chef.

Aims and Learning Outcomes

This course is aimed at those who already bake or who want to start baking some cakes as well as making some delicious puddings. We are passionate about real bread so why not learn all about ingredients, kneading, proofing and shaping as you make your own bread. Be sure to impress this winter with our scrumptious homemade apple pie.

Course Structure

Your programme will consist of seven taught sessions, each of two hours. The Chef and students will prepare, bake and present the plate. You will be motivated to develop creative skills and enhance your personal skills. You will receive one to one feedback throughout the course.

Who is this course for?

Everyone is welcome to join this course.

What do I need to bring?

Your tutor will advise on what to bring on each lesson with regards to ingredients or any specialist equipment. Students will be expected to bring every ingredient to the lesson.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Business English

Course Duration: 25 Weeks

Course Fee: £265

Lecturer: Jackie Lane Olesen
E-Mail: [TBC]
Location: [Main Building]
Session Hours: [Mon 18:00 - 20:00]

Overview

Our LCCI International Qualifications in English for Business help learners to develop their reading, writing, listening and speaking business English language skills.

Level 3 Certificate in English for Business qualification will help you to live and work in Gibraltar and to take a higher qualification to improve your job prospects.

Examinations are normally held in June.

Aims

The aims of this syllabus are to enable candidates to develop the ability to:

- Understand and write English used in a variety of ways within a range of business contexts.
- Employ appropriate business formats and styles to produce a range of business documents for different audiences and purposes.
- Understand spoken and recorded Business English at the defined level.
- Participate in conversations and discussions.
- Make an oral presentation on a business-related topic.

Qualification Structure

This qualification has three parts, one part is compulsory, the other two parts are optional. The LCCI IQ Level 3 Certificate in English for Business will be awarded to candidates who successfully complete the learning outcomes and assessments for the following part:

An additional certificate will be awarded to candidates who successfully complete the learning outcomes and assessments either one or both of the following parts:

- Reading and Writing (compulsory)
- Listening (optional)
- Speaking (optional)

Common European Framework - LCCI Int. Qualifications Equivalence Scale		
CEF	JETSET	English for Business
B1	Level 4	Level 2
B2	Level 5	Level 3
C1	Level 6	Level 4
C2	Level 7	

Who is this course for?

This course is for those wanting to develop their business language skills at a basic functional level, those already able to communicate in a familiar business situation effectively, and those who are fully fluent and participate completely in all areas of business.

What do I need to bring?

Notebooks, pens and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

This qualification is intended for candidates who have achieved a sound understanding of English in a business context, equivalent to Council of Europe B1 (Threshold) level, gained either through previous learning or employment or both. (JETSET Level 4)

Examination Fees

Students will need to register and pay the examination fee as a private candidate to sit exam in May/June sitting. Your tutor will inform you on price and specific dates to register.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers

Cookery 1:

Course Duration: 10 Weeks

Course Fee: £TBC

Lecturer: Mr A Perez
E-Mail:
daniel.benrimoj@schools.edu.gi
Location: [TBC]
Session Hours: [18:00 - 20:00]

Overview

Our cooking course will take you from novice to good home cook and teach you the skills you need to cook with confidence. Over the 10 weeks of this course we will teach you how to cook a wide variety of different styles of food and give you a great repertoire of recipes and techniques to use every day. On the first lesson we will teach you all the tricks of the trade so that you can understand how to use your knife to best advantage. By the end of this class, you will have learned your way around chopping, slicing and dicing. At the end of each class you will sit around the chef's plate and try out what the dish should taste like and discuss as well as recap the recipe with the chef.

Aims and Learning Outcomes

The course is aimed at those who cook but want to discover the real art of cooking and for those who have never done any cooking and wish to embark on a new journey with food. We will work on fish, soups, salads, meats, poultry, sauces, pasta, vegetables and potatoes.

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. The Chef and students will prepare, cook and present the plate. You will be motivated to develop creative skills and enhance your personal skills. You will receive one to one feedback throughout the course

Who is this course for?

Everyone is welcome to join this course, although having some knowledge of cooking would be an advantage,

What do I need to bring?

Your tutor will advise on what to bring on each lesson with regards to ingredients or any specialist equipment. Students will be expected to bring every ingredient to the lesson.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Digital Photography - SLR - Beginners:

Course Duration: 10 Weeks

Course Fee: £110

Overview

The course is intended to give an overview of how to use the functions and features of a Single Lens Reflex (SLR) camera to your creative advantage. Topics covered include aperture; shutter speeds; ISO; lenses; Depth of field; perspective; exposure; composition; on camera flash and focusing. You will be able to use these functions to better create the aesthetic effect you want, rather than rely on the camera's automatic function deciding what your photo will look like.

Aims

The course is aimed at those who have had limited experience of photography, but are serious in wanting to learn how to take control of a digital SLR camera themselves to get what they want in a picture. It is ideal for those who want to become more creative or technically accurate with their photography and for those who need to create and modify photographic images. Any experience of photography or software similar to Photoshop Elements will be useful, but not necessary.

Course Structure

The programme will consist of 10 taught sessions, each of two hours. Tutors will use a variety of teaching methods including demonstrations, practical exercises, one to one guidance, group discussions and critiques. You will undertake critical evaluation and be motivated to develop creative skills and enhance personal skills. You will receive one to one feedback throughout the course.

Lecturer: Mr R Pereira

E-Mail: Rodney.pereira@schools.edu.gi

Location: [Room 9]

Session Hours: [18:00 - 20:00]

Who is this course for?

Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our creative team, who will make sure that this is the right course for you.

What do I need to bring?

You need to have an SLR type camera or similar. It can be a film or digital SLR camera. You need to bring a pen and paper to take notes; a folder or file to keep notes and handouts; perhaps some of your own photos to show. Use of a PC away from the centre with image manipulation software of some kind is useful, but not essential. You will need a memory stick to bring images in to class.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

English Beginners for Arabic speakers:

درس اللغة الانجليزية مستوى الاول للناطقين بالعربية

Course Duration: 10 Weeks

Course Fee: £200

Overview

This course provides an opportunity to enhance acquisition of the fundamental elements of English language. It will enable the learner to begin to communicate with English speakers. This course provides a balance of grammar, reading, listening, speaking and writing to improve communication skills.

يعتبر هذا الدرس بمثابة فرصة لاكتساب الخصائص الاساسية للغة الانجليزية بحيث يساعد المتعلم على بدا التواصل مع الاخر. كما انه يشتمل ايضا على مختلف عناصر اللغة من نحو, كتابة, قراءة, استماع وكلام بهدف تطوير مهارات التواصل.

Aims and Learning Outcomes

يقوم هذا الدرس بتشجيع التلميذ على مجموعة من الاساسيات الضرورية وهي كالتالي:
تكوين ارضية في قواعد النحو والتعبير للغة الانجليزية.
تركيز على الكلام مع مراعات حث المتعلم على قراءة الرسائل و فهمها.
اشراك المتعلم في حوار مع الاخرين بحيث يقوم بانشاء جمل قصيرة و مفيدة.

This course aims to provide the learner with grounding in the basic grammatical structure of English in order to communicate at a basic level in essential social and work situations. The emphasis is on speaking but the learner will also learn to read basic messages, understand authentic dialogues and produce his/her own dialogue in group or pair work during the class and home self-study.

After completion of the course, the learner should be able to:
بعد انتهاء الدرس سيكون المتعلم قادر على:

- Hold a simple conversation in English.
القدرة على اندماج في حوار سهل باللغة الانجليزية.
- Develop the skills to use verbs, nouns, and adjectives at a basic level.
تطوير المهارات استعمال الافعال, الاسماء, و النعت في لمستوى الاول.
- Write and assemble written sentences and structures, such as Letters and a short essay.
كتابة و جمع الجمل على شكل رسائل و انشاءات قصيرة.
- Basic use of punctuation.
كيفية استعمال التنقيط.

Lecturer: Mrs Nihal Pereira

E-Mail: nihalbufarracha@yahoo.com

Location: [Room 8]

Session Hours: [18:00 - 20:00]

Who is this course for?

This English course is designed for learners who want to study basic English language skills for everyday use.

تم انشاء هذا الدرس للمتعلمين الراغبين في تعلم و نطق اللغة الانجليزية.

What do I need to bring?

The main textbook will be provided by tutor.

سيتم توفير الكتاب المدرسي من قبل المعلم.

Entry Requirements

There are no entry requirements for this course.

لا توجد شروط قبول لهذا الدرس.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Course Structure

This course will consist of 20 sessions, each of two hours (twice a week). It is divided into four parts to assess each of the following skills: speaking, listening, reading, and writing.

Foundation in Food Energetics According to Traditional Chinese Medicine

Course Duration: 8 Weeks

Course Fee: £TBC

Overview

Traditional Chinese medicine (TCM) has more than 3,000 years of wisdom. It includes the fascinating science of nutritional Food Energetics which can have an important role to play in our fast food, high stress modern world. Food is medicine as every oriental family knows. TCM does not disconnect the human being from nature and nature provides everything we need for our health right on our doorstep!

You will learn how to make a simple diagnosis according to the principles of Chinese medicine and learn how to choose foods and methods of cooking to reduce inflammation, improve circulation, support the immune system, calm the nervous system, balance the hormonal system, lift depression, expel a cold and so much more.

Aims and Learning Outcomes

Students who enrol on this course will learn:

- Introduction to TCM, Food as medicine
- Energetics of how plants grow, cooking methods
- Seasonal Cycles and the organ systems
- Holistic theory of digestion and emotions
- Food temperatures and the Five Flavours
- Soil essence and fertility - where it all starts and ends
- The wood-wide-web, mycorrhiza - healer of the forests
- Let's cook! Choosing our ingredients

Course Structure

The programme will consist of 8 sessions of two hours each. There will be practice and theory with practical but informal homework.

Lecturer: Mrs L Hillman LicAc BSc (Hons)
E-Mail:
hillmanacupuncture@gmail.com
Location: [College Main Building]
Session: Tuesday [18:00 - 20:00]

Who is this course for?

This course may be of interest to:

- Anyone with an interest in food and health
- Chefs who would like to deepen their understanding
- Therapists looking to expand their knowledge and therapeutic skills adding to their CPD
- For the lay person who may have specific health needs, chronic illness or wants to learn the medicinal qualities of food and health in a practical and fun way for their family and friends.

What do I need to bring?

Pen, coloured pencils, paper or notebook. You will need to bring some vegetables for our last session. An open mind and a sense of humour.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

German Conversation:

Course Duration: 10 Weeks

Course Fee: £110

Lecturer: Ms R Sampedro
E-Mail: daniel.benrimoj@schools.edu.gi
Location: [Main Building]
Session Hours: [18:00 - 20:00]

Overview

The German conversation course is a 10 week beginners course for those wishing to develop their conversation skills. Students will have the opportunity to practise the four language skills of reading, speaking, listening and writing and are encouraged to use the target language wherever possible.

Aims and Learning Outcomes

The focus will be on oral communication (speaking and listening) and some reading and writing will also be included. Pronunciation and German culture are an integral part of the course. The course will be conducted mainly in the foreign language. Learners will work through different activities individually, in pairs and in small groups, using a variety of learning methods and resources (role-play and games etc). Homework set will provide an opportunity for self-study.

By the end of the course successful students should be able to:

- Give and receive basic greetings and personal information.
- Tell the time and use numbers and currency.
- Order and pay for food and drink in a restaurant or café.
- Ask for and give directions.

Course Structure

The programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

Who is this course for?

This German Beginners course is for students with no previous knowledge or those with a little basic knowledge or vocabulary who want to consolidate at a Beginners pace.

What do I need to bring?

Students will need to bring a pen and paper and an A4 ring binder for handouts, although we advise students not to buy anything until after the first session.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Introduction to Excel:

Course Duration: 10 Weeks

Course Fee: £130

Lecturer: Mr D Celecia
E-Mail: darren.celecia@schools.edu.gi
Location: [Room 2]
Session Hours: Tuesday [18:00 - 20:00]

Overview

Excel is a spreadsheet application that allows you to store, manipulate and analyze numerical and text data for home and business tasks. While you may believe Excel is only used to process complicated data, anyone can learn how to take advantage of the program's powerful features. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

Aims and Learning Outcomes

The programme encourages students to:

- Create workbooks.
- Enter and edit different information in a spreadsheet.
- Modify Columns, Rows and Cells.
- Format cells including conditional formatting.
- Use simple and complex formulas within a spreadsheet.
- Filter data.
- Learn and use relative and absolute cell references.
- Learn and carryout 'What-if' analyses.
- Use Excel's 'VLOOKUP' function.

Course Structure

The course is a 10 week programme with two hour sessions per week. Each session includes a balanced delivery covering theory and practical tasks to consolidate learning. This is a 10 week programme with two hour sessions per week. Each session includes a balanced delivery covering theory and practical tasks to consolidate learning

Who is this course for?

This Excel Beginners course is suitable for those with little or no knowledge of using Microsoft Excel.

What do I need to bring?

The material will be provided by the tutor.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Introduction to Word:

Course Duration: 10 Weeks

Course Fee: £130

Lecturer: Mr D Celecia
E-Mail:
Darren.celecia@schools.edu.gi
Location: [Room 6]
Session Hours: Tuesday [18:00 -
20:00]

Overview

Word is a word processing application that allows you to create a variety of documents like letters, flyers, and reports. With the introduction of several enhanced features—including the ability to create and collaborate on documents online—Word gives you the ability to do a lot more with your word processing projects.

Aims and Learning Outcomes

The programme encourages students to:

- Create and save documents.
- Open and share documents.
- Work with text.
- Check spelling and grammar
- Format text and page layouts.
- Work with objects.
- Work with pictures and text wrapping.
- Format pictures and shapes.
- Convert to pdf Learn.
- Mail merge.

Course Structure

The course is a 10 week programme. Sessions are two hours long and include a balanced delivery allowing you to learn the application by working on realistic tasks that help consolidate learning.

Who is this course for?

This Microsoft Word Beginners course is suitable for those with little or no knowledge of using Microsoft Word.

What do I need to bring?

The material will be provided by the tutor.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Mindfulness Based Stress Reduction

Course Duration: 8 Weeks

Course Fee: £100

Overview

Mindfulness Based Stress Reduction (MBSR) is a clinically evidence based and approved meditation practice based on the physiological effect of deep relaxation on the hypothalamus - pituitary - adrenal axis. MBSR clinics have been integrated into schools and hospitals across the United States and are offered on the UK NHS for pain, trauma, anxiety and depression. It is also being integrated into some UK schools, improving exam results and general student behaviour. MBSR was pioneered by Dr. Jon Kabat-Zinn, Professor Emeritus of the University of Massachusetts Medical Centre.

Aims and Learning Outcomes

Students who enrol on this course will learn:

- Foundation of Mindfulness practice: attitude/commitment
- The science of Mindfulness: the H-P-A Axis
- The power of breathing: practical exercise
- Cultivating strength, balance and flexibility
- Mindfulness in daily life: observation and discussion
- Walking / sitting meditation
- Being in the present moment
- Being with ourselves: our life challenges
- A day retreat of Mindfulness

Course Structure

The programme will consist of 8 sessions of two hours each. There will be practice and theory with practical homework.

Commitment to daily Mindfulness practice is expected. Blood pressure will be taken.

Lecturer: Mrs L Hillman LicAc BSc (Hons) MBAC

E-Mail:

hillmanacupuncture@gmail.com

Location: [College Main Building]

Session: Wed [18:00 - 20:00]

Who is this course for?

This course is for anyone who through interest or necessity is seeking a method to cope with stress, chronic pain or illness whether for oneself, or to help a loved one.

This course is also for therapists seeking a profound method and healing aid for their client/patient. Mindfulness also helps the therapist to harmonize any negative aspect of their work at the end of the day.

What do I need to bring?

Please wear comfortable clothing. You may need a cushion if you suffer with a back problem and find it uncomfortable to sit in a chair for more than one hour. You will be asked to bring a yoga mat for two of the sessions. Please bring your own bottle of mineral water. Please bring a pen and pad for notes.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Sewing

Course Duration: 10 Weeks

Course Fee: £130

Overview

The course aims to provide you with beginner's level sewing skills and knowledge which you will then be able to apply to create and alter basic garments of clothing on your own.

Topics covered include sewing machine basics, different stitches and straight seams, cutting a pattern from your own individual measurements, how to layout patterns and cut fabric, buttonholes and how to incorporate darts needed for shaping and fitting. You will be shown how to attach waistbands, insert a zip and various ways of finishing hems.

You will learn these techniques through the development of a set project. Often students who complete the project within the 10 week period will then use their learned techniques to begin a basic, supervised individual project of their choice – further preparing you to embark on your own projects at home.

Aims

The course is aimed at those who have had limited or no experience in sewing. It is a practical course and is intended to equip you with the necessary skills and knowledge to create, assemble and/or alter your own garments of clothing with confidence and your own personal style.

Course Structure

The programme will consist of 10 taught sessions, each of two hours. Tutors will use a variety of teaching methods including demonstrations, practical exercises, one to one guidance, group discussions and critiques.

- Beginners will start off with a simple pattern. They will be introduced to pattern cutting, basic sewing techniques and the use of a sewing machine.
- Advanced students will need to have completed the beginner's course prior to progressing to the next stage. It is expected that at this stage these students will have acquired enough knowledge to work unaided at times, under the guidance of the tutor. These students will be guided through more advanced pattern cutting and sewing techniques as well as the extensive use of the sewing machine.
- Students will benefit from the use of modern sewing machines, which have a variety of functions suitable for many sewing tasks.

Lecturer: Mrs C Buttigieg
E-Mail: daniel.benrimoj@schools.edu.gi
Location: [John Mac Annexe]
Session Hours: Tuesday [18:00 - 20:00]

Who is this course for?

Everyone is welcome to join this course. No experience or knowledge of the subject is necessary. If in doubt, have a chat with one of our Creative team, who will make sure that this is the right course for you

What do I need to bring?

Although larger equipment such as sewing machines is provided, it is essential that you bring your own sewing kit. The contents will be discussed with the lecturer in the first week who will advise you on what you will be required to include in your sewing kit'

Fabric and thread - You won't need to purchase your fabrics or haberdashery until the second week.

In addition, you may wish to bring a pen and paper to take notes and a folder or file to keep notes and handouts but this is not essential.

Entry Requirements

There are no entry requirements for this course.

Important Points

Gibraltar College reserves the right to make changes to this course without prior notice.

Spanish Beginners:

Course Duration: 10 Weeks

Course Fee: £110

Overview

Have you always wanted to learn Spanish? Do you want to be able to speak Spanish at a basic level when you visit Spain? This 10 week Spanish Beginners course will teach you how to exchange information in simple everyday situations.

Aims and Learning Outcomes

The course encourages students to:

- Develop understanding of the spoken and written forms of Spanish.
- Start to acquire a range of vocabulary and expression of sufficient breadth to enable you to communicate clearly in Spanish mainly through spoken means and some written words with native Spanish-speakers.
- Use the glossary or the dictionary to look up words you don't know and make your own book/list.
- Use grammar sections interactively in order to have a sound knowledge and understanding of the Spanish language.
- Be able to recognise and identify your own achievement and progress.
- Most important of all, enjoy yourself learning a new language!!

Course Structure

Your programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should aim to encourage use of new vocabulary and build up confidence in speaking.

Lecturer: Mr D Benrimoj
E-Mail:
daniel.benrimoj@schools.edu.gi
Location: [Room 9]
Session Hours: Wed [18:00 - 20:00]

Who is this course for?

This Spanish Beginners course is suitable for those with little or no knowledge of Spanish language.

What do I need to bring?

The main textbook will be Spanish in Ten Minutes a Day by Kershul though all material will be provided by tutor.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Spanish Intermediate:

Course Duration: 10 Weeks

Course Fee: £110

Lecturer: Mr D Benrimoj
E-Mail:
daniel.benrimoj@schools.edu.gi
Location: [Room 9]
Session Hours: TBC[18:00 - 20:00]

Overview

Would you like to be able to use your Spanish in a range of real life situations? Then this Spanish Intermediate course is for you. This 10 week course follows on from our Spanish Beginners course and is for anyone who wants to develop their skills further.

Aims and Learning Outcomes

The course encourages students to:

- Develop understanding of the spoken and written forms of Spanish.
- Use Spanish to have a conversation at intermediate level with a native speaker.
- Use and know past and future tenses in Spanish.
- Continue to acquire a range of vocabulary and expression of sufficient breadth to enable you to communicate clearly in Spanish whilst being able to give opinions and express preferences.
- Use the glossary or the dictionary to look up words you don't know and make your own book/list.
- Use grammar sections interactively in order to have a sound knowledge and understanding of the Spanish language.
- Most important of all, keep enjoying learning a new language!!

Course Structure

This course follows from the Conversational 1 stage, now introducing you to some complex skills in reading, writing, speaking and listening. This programme will consist of 10 taught sessions, each of two hours. Each session contains a mixture of speaking, listening, reading and writing, always keeping sessions as interactive and practical as possible. This should encourage use of new vocabulary and build up confidence in speaking and writing. The classes are conducted primarily in Spanish.

In order to make the most of the Intermediate Stage, students should be able to use personal information, know and use basic vocabulary relating to travelling, home life, booking a table at a restaurant and basic cultural life of Spanish speaking countries. In addition, students should be familiar with Spanish –ar, -er and –ir verbs as well as their conjugations.

Who is this course for?

This Spanish Intermediate course is suitable for those with some basic knowledge of Spanish language and would like to practise more conversational tasks.

What do I need to bring?

Notebook, pens, and a folder.
You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

No formal entry requirements though it is advisable to have completed the Beginners Course or have some basic knowledge of Spanish Grammar.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Woodwork and Glass:

Course Duration: 10 Weeks

Course Fee: £145

Overview

Students will produce a decorative box which will allow them to learn a range of techniques. The course covers the correct use of hand tools and how to sharpen them.

Aims

Students will be encouraged to keep a sketchbook/notebook to record ideas, progress and processes. Please note that craft courses are practical requiring a degree of manual dexterity.

Our courses are taught by qualified and experienced tutors, most of whom are practising craftspeople. They will use a variety of teaching methods including demonstrations, instruction, one-to-one tutorial guidance, group discussions and critiques.

Course Structure

At the start of the course you will work with your tutor to produce a finger corner joint and will then apply the techniques to produce their box. Time permitting there will be an opportunity to produce a decorative glass panel to set in the lid of the box. This exercise will teach basic glass cutting and fusing techniques.

Develop an Individual Learning Plan (ILP) to set out what you want to achieve by the end of the course. You will both monitor and assess your progress throughout the course to ensure your learning needs are being met. There are no formal exams or tests to complete on this course.

Lecturer: Mr G Pratts
E-Mail: glen.pratts@schools.edu.gi
Location: [JMH Annexe Workshop]
Session Hours: Thur [18:00 - 20:00]

Who is this course for?

Beginners or those with some experience of woodwork, projects will be provided to extend the knowledge of all learners whatever their ability.

What do I need to bring?

Please bring a notepad to all sessions. We have a wide range of tools available to use and the tutor will be able to advise you if there is anything specific you need to buy.

Entry Requirements

There are no entry requirements for this course.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Chartered Management Institute – New Level 3 Diploma in First Line Management

Course Duration: 45 Weeks

Course Fee: TBC

Overview

The Level 3 qualifications in First Line Management are designed for supervisors and first line managers who wish to build on and develop their existing management skills and knowledge.

These qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks.

Aims and Learning Outcomes

A qualification in this syllabus provides you with key management skills and techniques to enable you to operate effectively as a first line manager. It allows you to develop a wide range of management competencies from effective recruitment and selection through to leading and developing individuals and teams. Understand and respond to spoken language.

The following topic areas will be covered:

Unit No	Unit Title
3001	Personal Development as a First Line Manager
3002	Resource Planning
3003	Meeting Stakeholder Needs
3004	Managing and Communicating Information
3005	Identifying Development Opportunities
3008	Improving Team Performance

Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your organisation's context. Workshop sessions will help all candidates address any area of concern. The main objective of the assessment of these qualifications will be to meet the assessment criteria detailed within each unit.

The written word is expected to form the majority of assessable work. The amount and volume of work for each unit at this level should be broadly comparable to a word count of 2,500 – 3,000 words.

Lecturers: CMI Lecturers
E-Mail: [TBC]
Location:[Main Building]
Session Hours: [18:00 - 20:00]

Progression Opportunities?

On successful completion of a Level 3 qualification in First Line Management, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Progress onto the next level of Institute qualification – the Level 5 qualification in Management and Leadership.

What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

This programme is ideal for first line managers with the responsibility for staff, managing budgets and some degree of decision making.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

Chartered Management Institute – New Level 5 Extended Diploma in Leadership and Management

Course Duration: 48 Weeks

Course Fee: £TBC

Lecturers: CMI Lecturers
E-Mail: [TBC]
Location:[Main Building]
Session Hours: [18:00 - 20:00]

Overview

The Level 5 qualifications in Management and Leadership are designed for practising middle managers who wish to develop their core management skills and practices. These qualifications focus on the personal development of the individual learner's management capabilities and competencies.

These qualifications are derived from the National Occupational Standards for Management and Leadership and are accredited on the UK national qualifications frameworks.

This qualification provides you with key management skills and techniques to enable you to operate effectively as a middle manager. It allows you to develop a wide range of competencies from operational management principles and practices to the development of resource control and use.

Aims and Learning Outcomes

A qualification in this syllabus provides you with key management skills and techniques to enable you to operate effectively as a middle manager. It allows you to develop a wide range of competencies from operational management principles and practices to the development of resource control and use.

The following topic areas will be covered:

Unit No	Unit Title
5001	Personal Development as a Manager and Leader
5002	Information Based Decision Making
5004	Practices of Resource Management
5005	Meeting Stakeholder and Quality Needs
5006	Conducting a Management Project
5003	Managing Team and Individual Performance
5008	Conducting a Marketing Plan
5009	Project Development and Control
5010	Planning for Development

Course Structure

Candidates will complete a portfolio containing all of their assignments. Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your organisation's context. Workshop sessions will help all candidates address any area of concern. The main objective of the assessment of these qualifications will be to meet the assessment criteria detailed within each unit.

The written word is expected to form the majority of assessable work. The amount and volume of work for each unit at this level should be broadly comparable to a word count of 2,500 – 3,000 words.

Progression Opportunities?

On successful completion of a Level 5 qualification in Management and leadership, a number of progression opportunities become available, among them:

- Enhance your professional status by upgrading your membership with the Institute.
- Start working towards Chartered Managers status.

What do I need to bring?

Notebook, pens, and a folder. You may also be required to purchase some texts. Your tutor will advise.

Entry Requirements

This programme is ideal for middle managers with the responsibility for staff, managing budgets and decision making.

Important Points

- Gibraltar College reserves the right to make changes to this course without prior notice.
- All courses are accurate at the time of upload or print.
- Courses can only run if there are sufficient numbers.

