



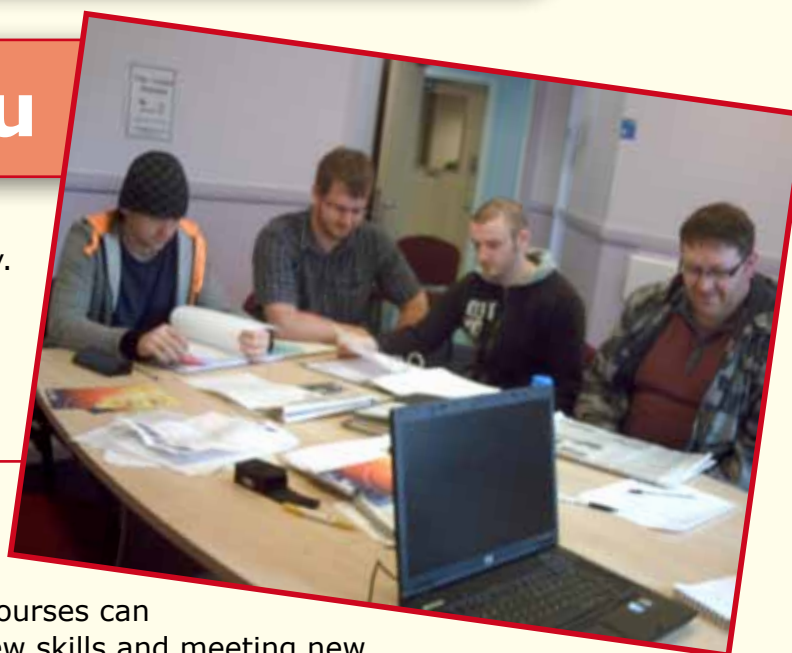
News and What's On **October - December 2011**

## Working for You

Coping with unemployment isn't always easy. It may be difficult to keep motivated and confident due to lack of responses from job applications; losing confidence in your skills; lack of money; feeling increasingly isolated.

### **The Adult Learning Team can help in a number of ways:**

- Joining one of the many Adult Learning courses can help build confidence through learning new skills and meeting new people.
- Explore new careers/ further education/ training / volunteering with our experienced Guidance staff or an options & Choices course.
- Job Shops can provide support, current job vacancies, photocopying, help with CV's, interview skills etc
- If English is a second language Just the Job courses cover all aspects of job seeking.



**Find out what's on offer in this edition of the Adult Learning Newsletter or for more information contact Liz Allardice on 435827**

## WORKING FOR FAMILIES

Are you an unemployed parent needing support to return to learning, training, volunteering or employment?

Working For Families can help you to achieve this. Assistance can be given with benefits, childcare, transport and debt.

**To gain new skills and the confidence to enable you to move forward, call Julia on 432967 or Nidhi on 435817.**

## Help with CVs and Application Forms

Needing to do a CV or job application but feeling daunted? Then come along to the CV and application form drop-ins that are available to provide support with this.

The drop-ins offer one to one support to help you create a personal CV and for you to become more confident completing job applications.

**To become more successful in getting that job interview call Claire on 438643 or Annette on 432973.**



## Jobshops

Feeling unvalued and unsure as to future job prospects? We have Jobshops across the city where an Adult Learning Worker and partner agencies will be on hand to offer help and advice in search for work.

Get help with applying for jobs, CVs, writing letters and completing application forms. We can also provide individual support and guidance to explore all your options including learning and volunteering.

Drop in to your local Jobshop or contact **Liz Allardice** on **435827** or **Sue Holland-Smith** on **436331** for details of how to meet with an Adult Learning Worker in your area.

## READING, WRITING, SPELLING, NUMBERS



Support for adults and young people who would like to improve their reading, writing or number skills. We can help with filling in forms, coping with dyslexia, handling money, reading books and newspapers, measuring and weighing, writing letters and helping with homework.

**To find out what is available in your area call 666665.**

## Skating with Dundee CCS Stars

Young people from the Youth Literacy Team and Xplore have been offered an exciting opportunity to take part in a community project, courtesy of Dundee CCS Stars. This exciting project gives the young people the chance to develop new skills and take part in fun activities. Some of the activities include:

- ice skating with the ice hockey players
- getting a tour of the ice rink
- interviewing the players
- attending an ice hockey match

The project will run from September until March at Dundee Ice Arena. Comments from the young people who have already taken part are:

**'It was fun'**

**'It was great'**

**'It is not something  
I would normally do'**



The new skills that the young people will gain from this experience will contribute to their Youth Achievement Award.



Family Cooking  
Kirkton Community Centre

Whitfield Gardening Group



Family Learning  
Central Library










## The West End • Nethergate & The Perth Road • Logie/Blackness

Activity	Venue	Day/Time	Date	Contact Details
 Just the Job	<b>Mitchell Street Centre, Thursday 27<sup>th</sup> October – 1<sup>st</sup> December 1-3pm</b> Looking for work and English is your second language? Learn to improve CVs, application form filling, interview skills etc			Kim Robertson Tel:435872 Colin Christie Tel:436415
 Options & Choices	<b>Mitchell Street Centre, Thursday 3<sup>rd</sup> November – 8 December 9.30am -11.30am</b> This course will help identify your skills, compile/update a CV, explore your career ideas, identify your learning and employment options.			Kim Robertson Tel:435872 Nidhi Sharma Tel:435817
Guidance	<b>At a venue, date &amp; time that suits you.</b> For anyone looking for help to return to learning, learning, training or employment.			Kim Robertson Tel:435872

## Lochee • Charleston • Menzieshill

Activity	Venue	Day/Time	Date	Contact Details
 Fresh Start	<b>Charleston Community Centre, Thursday 3<sup>rd</sup> November - 8<sup>th</sup> December 9.30-11.30am</b> Building confidence course to help people identify their skills and look at where they want to go, eg college, volunteering.			Joyce Guthrie Tel:435814
 Make, Do, Mend	<b>Charleston Community Centre, Tuesday 25<sup>th</sup> October - 13<sup>th</sup> December 9.30--11.30am</b> This 8 week beginner course will look at design & sewing techniques, fabric decorations and recycling bits and bobs to create something new.			Joyce Guthrie Tel:435814
Heartstart Discovery	<b>Menzieshill Community Centre, Tuesday 22<sup>nd</sup> November 1-3pm</b> A two hour session learning Lifesaving Skills and CPR. Participants will receive a certificate.			Annette Miller Tel:432973
Jobshops	<b>Lochee Community Office, Fridays 9.30-12noon and 1.30-3pm</b> <b>Menzieshill Community Centre, Thursdays from 1.30pm and Charleston Community Centre 9.30am-12.30pm</b>			Annette Miller Tel:432973 Julia Fraser Tel:07852278509 or 432967
Guidance	<b>At a venue, date &amp; time to suit you.</b> For anyone looking for help to return to learning, training or employment.			Annette Miller Tel:432973
Guidance	<b>At a venue, date &amp; time to suit you.</b> For parents looking for help to return to learning, training or employment.			Julia Fraser Tel:07852278509 Or 432967

## Douglas • Mid Craigie • Linlathen

Activity	Venue	Day/Time	Date	Contact Details	
History of Timex	<b>Douglas Community Centre, Wednesday 26th October–7<sup>th</sup> December, 10am-12noon</b> Creating a history of the Timex Corporation in Dundee. Developing IT and other core skills. If you ever worked for Timex or have an interest, come along to our group-meet old friends & relive old times.			Alistair Cameron Tel:435872	
 Cooking Skills Workshops	<b>Douglas Community Centre, Thursday 8th &amp; 15th December, 9.30-11.30am</b> Learn basic cooking and hygiene skills in time for the festive season. The workshops are informal and fun with good food to take home. Book early.			Jane Clark Tel:436942	
Family Fun	<b>Douglas Community Centre, Thursday 13th &amp; 20th October, time to be confirmed.</b> Learn, cook and eat together as a family by getting involved in a range of fun activities. Book early.			Jane Clark Tel:436942	
Time For Me – Mums Group	<b>Douglas Community Centre, Tuesday 25th October - 20th December, 9.30-11.30am</b> Get together to relax, chat, learn new things, find out about child development and make play things. The group is informal and friendly.			Jane Clark Tel:436942	
 Speakeasy	<b>Douglas Community Centre, Monday 5th &amp; Friday 9th December 9.30-11.30am</b> Informal course for parents/carers to get support and information to help discuss relationships, growing up and sexual health with your children.			Jane Clark Tel:436942	
CVs/Applications	<b>Hub, Wednesdays 2-4pm</b> Drop in for help to create your CV and/or fill out application forms.			Claire Shepherd Tel:438643	
Guidance	<b>At a venue, date &amp; time to suit you.</b> For anyone looking for help to return to learning, training or employment.			Claire Shepherd Tel:438643	
Jobshop	<b>Hub, Fridays 9.30am-1pm</b>			Claire Shepherd Tel:438643	

## ESOL

Support for adults whose first language is not English to improve their speaking, listening, reading and writing. To find out what is available in your area call **666665**.

**Stobswell • City Centre • Hilltown • Fairmuir • Law**

Activity	Venue	Day/Time	Date	Contact Details	
Hulltoon Creative Writers Group	<b>The Grey Lodge Settlement, Wednesdays 1.30-3.30pm</b> Develop your creative thinking and communication skills by taking part in weekly writing activities.			Kim Robertson Tel:435872	
Arts & Crafts	<b>A.O.G full Gospel Church 58 Constitution Street, Wednesdays 10am-12noon</b> Learners can work on a variety of different projects from easy knitting to more complex projects depending on skills and abilities.			Joyce Guthrie Tel:435814	
Mosaic Group	<b>A.O.G full Gospel Church 58 Constitution Street, Thursdays 9.30-11.30am</b> Learners working on individual projects depending on skills and abilities.			Joyce Guthrie Tel:435814	
Employability Guidance & Advice for Ethnic Minorities	<b>Central Library, Wednesdays 10am-12noon Dundee International Womens Centre, Thursdays 2-4pm</b> For help to return to learning, training or employment			Nidhi Sharma Tel: 435817 Mob:07985878493	
Guidance	<b>At a venue, date &amp; time to suit you</b> For anyone looking for help to return to learning, training or employment.			Colin Christie Tel:436415	
Multi-Cultural Parent-Baby Group (for children aged 0-2)	<b>Central Library Creche Room, starts Tuesday 25th October 1.30-3pm</b> This group for minority ethnic parents focuses on supporting them in their childrens learning and development. Lots of learning through play activities.			Komal Pawar Tel:435813	
Multi-Cultural Parent-Toddler Group (for children aged 3-5)	<b>Central Library Creche Room, starts Wednesday 26th October 1.30-3pm</b> This group for minority ethnic parents focuses on supporting them in their childrens learning and development. Lots of learning through play activities.			Komal Pawar Tel:435813	
Multi-Cultural Family Zumba Classes	<b>Various Sports Centres, starts Thursday 17th November 2.15-3.30pm</b> For minority ethnic parents and their children aged 0-5yrs. These classes are to promote physical activity for the whole family through music.			Komal Pawar Tel:435813	
Park Place Nursery Parents Group	<b>Park Place Nursery School starts Thursday 3rd November 9-10.15am</b> For minority ethnic parents who attend Park Place Nursery. The group focuses on helping parents understand the benefits of various activities that their children are involved in so that they can support their children at home. Very informal and fun!!			Komal Pawar Tel:435813	
Job Shop	<b>Maxwell Information Centre, Fridays 9.30am-12.30pm</b>			Colin Christie Tel:436415	

**New!**

**New!**

## Whitfield • Fintry • Mill o'Mains

Activity	Venue	Day/Time	Date	Contact Details	
Guidance	<b>At a venue, date &amp; time to suit you.</b> For anyone looking for help to return to learning, training or employment.			Carol Arnott Tel:438671 Caroline Bairner Tel:436359/438671	
CV Drop in	<b>Whitfield Community Centre, Thursdays 1-3.30pm</b> Drop in session to create or update your CV.			Carol Arnott Tel:438671	
 Jobshop	<b>Whitfield Community Centre, Tuesdays 9.30am-12.00pm</b> Come along if you need some help with job search, CVs, job application forms or interview techniques.			Caroline Bairner Tel:436359 Carol Arnott Tel:438671	
 Brain Builders	<b>Whitfield Community Centre, dates &amp; times to be confirmed</b> A 4 week course designed to give you practical information to help your child (0-3) develop to their full potential.			Carol Arnott Tel:438671	
 Family Cycling Proficiency	<b>Whitfield Community Centre &amp; Mill O'Mains, dates and times to be confirmed</b> Family learning course designed to help you get active and stay safe on your bike.			Carol Arnott Tel:438671 Caroline Bairner Tel:438680	
 Adult Learning Information Sessions	<b>Mill O'Mains Pavilion , Tuesdays 10am-2pm</b> Please come along or call Mill O'Mains Community Pavilion 506391 to let us know what adult learning activities you would like in your local area.			Caroline Bairner Alternative phone numbers: 436359 or 07951270765	
Creative Writing	<b>Finmill Centre, Monday 24th October - 19th December 10am-12noon.</b> Involves development of creative writing skills. The various forms of creative writing are addressed and participants have the opportunity to get feedback from others in the group.			Alan Fraser Tel:438641	
Health Issues in the Community	<b>Whitfield Community Centre Thursday 27th October-15th December 1-3pm</b> Looks at factors which affect your health and that of your local community. Get the chance to raise issues that affect your life and get ideas to make change.			Alan Fraser Tel:438641	
Environmental Action Group	<b>Whitfield Community Centre Monday 24th October - 19th December 1-3pm</b> This course will focus on Longhaugh Hill and will assess, appreciate and improve its potential as a haven for wildlife and local people.			Alan Fraser Tel:438641	
Whitfield Gardening Group	<b>Whitfield Community Centre, Wednesday 26th October-14th December 10am-12noon</b> This group will involve a range of gardening activities, with emphasis on growing food and look at how to do them without spending a lot of money.			Alan Fraser Tel:438641	
Time For Me	<b>Whitfield Community Centre, Thursdays 9.30-11.30am</b> Time out for busy parents/carers who want to make changes in their lives.			Carol Arnott Tel:438671	

## Ardler • St Mary's • Kirkton

Activity	Venue	Day/Time	Date	Contact Details
Stepping Stones	<b>Ardler Complex, starts Thursday 29th September 1.30-3.30pm</b> Confidence building course			Caroline Bairner Tel:436359/438671 
Local & Family History Group	<b>Kirkton Community Centre, Starts Monday 24th October 1.30-3pm</b> Includes researching your family tree, learning about Dundee, Investigative & research techniques. Is also the opportunity to gain qualifications.			Catriona McNicoll Tel: 436415
Christmas Crafts at Jessie Porter Nursery	<b>Jessie Porter Nursery, Tuesday 22nd-6th December from 9.30am and Thursday 24th November - 1st December</b> For parents/carers whose children who attend the nursery. Come along to these fun sessions to make a range of Christmas craft such as cards and decorations.			Catriona McNicoll Tel: 436415 
Kirkton Family Fun Cooking Session	<b>Kirkton Community Centre, Saturday 22nd October Or 19th November 10-12noon</b> Work with your children to make a variety of foods such as fresh pizza. Book your FREE place today.			Catriona McNicoll Tel: 436415 
Guidance	<b>At a venue, date and time that suits you.</b> For anyone looking for help to return to learning, training or employment.			Teresa Fulton Tel:436314 Caroline Bairner Tel:436359 
Time For Me	<b>Kirkton Community Centre, starts Wednesday 26th October 1.30-3pm</b> Time out for busy parents/carers who want to make changes in their lives. Get together to relax, chat and learn new things. Includes confidence building, coping with stress & assertiveness.			Catriona McNicoll Tel:436415
Psychology Taster	<b>Kirkton Community Centre, Wednesday 2nd November - 7th December 1-3pm</b> This course will introduce you to a range of interesting psychology topics.			Teresa Fulton Tel:436314
Jobshops	<b>St Marys Facility: Wednesdays 1.30-3.30pm</b> <b>Ardler Complex: Fridays 9am-12.30pm</b> <b>Kirkton Community Centre:9.30-11.30am</b>			Caroline Bairner Tel:436359 Teresa Fulton Tel:436314

Some of our activities are run in partnership with other departments and organisations. Details will be available at enrolment.

For all general enquiries contact  
**Catriona McNicoll** on 436415  
or email  
catriona.mcnicoll@dundeecity.gov.uk

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