



*Re-ignite your Love Affair  
with Learning this February*



**It's Literacy Works Week this month, February 5<sup>th</sup> to 9<sup>th</sup>.**

A time to reflect on your literacy and language skills, whether that be writing stories, reading and sharing books or taking an initial assessment on your English Skills and polishing up the weak bits!

- ♥ Read a book! (we have some Quick Reads to give away)
- ♥ Take the English Skill check (Ask for the link or come and find us at an event at office sites in February)
- ♥ Study one of the National Extension College taster courses

Help us celebrate, there is a chance to win a Kindle E-Reader.

**#literacyworks**



For the chance to own a kindle, take our English challenge and complete a short course in one of the following:-

(All courses provide you with a Free statement of participation on completion.)



**Start Writing Fiction: 12 hours study: Level 1: Introductory (Online)**

Have you always wanted to write, but never quite had the courage to start? This free course, Start writing fiction, will give you an insight into how authors create their characters and settings. You will also be able to look at the different genres for fiction.



**What is good writing? 12 hours study: Level 1: Introductory (Online)**

Does the idea of essay writing put you off the idea of studying? This free course, What is good writing?, will help you to realise that essays are not to be feared. You will learn how important it is to answer the question that is set and that your style of writing is as communicative as possible.



**What is poetry? 12 hours study: Level 1: Introductory (Online)**

Have you always wanted to try to write poetry but never quite managed to start? This free course, What is poetry?, is designed to illustrate the techniques behind both the traditional forms of poetry and free verse. You will learn how you can use your own experiences to develop ideas and how to harness your imagination.

All entries who notify us of completion (email proof) will be added to the draw to be held on the 28<sup>th</sup> Feb 2018 and the winner notified by Monday 5<sup>th</sup> March 2018.

# National Extension College



This month the National Extension College (NEC) is offering a range of free taster courses exclusive to union members. Each taster consists of a self-contained extract drawn from a full NEC course, and the list of available subject areas is wide and varied.

You will find full details on what you as a learner can expect, the knowledge and skills you will gain, and the approximate time it will take to study.

The materials include activities, self-assessments, opportunities to reflect, and an example assignment at the end.

Information about the wider courses from which each taster is taken is also available if you wish to take your learning further.

Please see below for the full list of NEC taster courses you can choose from and contact us for further details.

## **Personal Development Planning**

Drawing from our full Level 3 Diploma course in First Line Management, this taster will be particularly helpful to anyone working as or aspiring to be a first line manager. Finding ways to continue building your skills is important for the benefit of your role and yourself, so structuring your own development and training will need to be a key part of your planning and strategy.

## **Planning and Managing Your Work**

Time management and careful planning can make the difference between success or failure. Drawing from our full Level 3 Certificate course in First Line Management, this taster will help you to understand how to cope with conflicting priorities, set objectives for yourself and your team, and remain flexible in case of unforeseen demands on your time.

## **Accounting Principles, Concepts and Conventions**

This course draws from our A level in Accounting and provides an excellent introduction to the financial aspects of business. It covers a number of key areas which will be of particular interest to anyone thinking about working in business, or starting their own company.

## **Double-Entry Book-Keeping and Accounts**

Drawing from our full course in Essential Book-Keeping, this taster will help to familiarise you with a tried and tested system of keeping accounts which minimises the possibility of errors. Understanding this system is as relevant to household finances as it is to corporate accounting.

# National Extension College



## **Short Stories**

This taster is a great introduction to storytelling for anyone who enjoys writing and wants to improve their skills. It draws from our full course in Creative Writing and will give you an insight into the process of turning initial ideas into crafted stories.

## **Spelling, Punctuation and Grammar**

Whether you are sitting exams or compiling a report for work, you can be sure that good writing skills will serve you well. This taster course covers three of the most commonly made mistakes and how to avoid them, one from each area; words that sound misleading (spelling), the apostrophe (punctuation), and choosing the right word from a pair (grammar).

## **Studying Prose and Drama**

This taster course looks at writing techniques used by authors such as Graham Greene and Charles Dickens and draws from our A level in English Language and Literature. It will help you to read both familiar and unfamiliar authors with a fresh understanding and enrich your experience of reading or writing for pleasure.

## **Cognitive Theory and Cognitive Behavioural Theory**

This fascinating taster will be of particular relevance to anyone with an interest in counselling, whether as a practitioner or a therapy seeker. It draws from our full course in Counselling Theory and looks at the definition of cognitive theory, some of the people most associated with its development, and explains how each applied their insights to the therapeutic process.

## **Critical Thinking**

Analytical skills and the ability to evaluate your own and other people's reasoning is an extremely useful skill, not just in the workplace but also in education and your personal life. Drawing from our full A level, this taster course will help you improve your reasoning skills, evaluate others' arguments, and judge between the rival claims encountered in the media and daily life.

## **Children's Growth and Development**

Providing a fascinating insight into how to understand and support a child's development through the earlier years of their life, this free taster draws from our wide range of Childcare and Early Years courses in order to create a neatly self-contained distance learning course.

# National Extension College



## **Using a Calculator**

The calculator is an essential tool which many of us use in our everyday lives. If you are planning to study maths, then knowing some basic calculator techniques can be invaluable. This free short course is at the same level as GCSE Maths.

## **Electrical Currents and Practical Electricity**

This taster course draws from our IGCSE in Combined Science to provide an intriguing look at the world of electricity and circuits. It will also help you to understand what to do should you find yourself needing to rewire a plug, or understand some of the technical terminology used by electricians.

## **Climate Change and Alternative Energy Resources**

Wherever you stand on the question of how much the change in global weather patterns can be attributed to mankind, there is little doubt that there are changes happening. Drawing from our A level in Environmental Studies, this course will help you to understand these changes and what we could do to mitigate potential damage.

## **Globalisation and International Trade**

Drawing from our A level in Economics, this taster course will help to explain the meaning, causes and effects of globalisation. It touches on issues relating to increasingly international business and trade practices, and the influence that this can have on government policy.

## **Law: Introduction to Crime**

Drawing from our GCSE in Law, this taster course looks at how dealing with crime is at the heart of our legal system. It looks at how the law addresses different types of crime and helps to further an understanding of related issues.

## **Biology**

The study of living things is a varied and versatile science with a wide appeal. Drawing from our full A level in Biology, this taster course will give you an overview of the transport systems in plants and animals, including the human circulatory system. In keeping with the subject's practical nature, there will also be some fun experiments you can do using basic household items.

# IT



## **Introduction to Programming with Python: 3 - 4 Hours (Online)**

This course introduces you to the core components of programming using the Python programming language which is one of the most popular programming languages worldwide. The course shows you how to use the free open-source PyScripter IDE for Python to write basic programs using concepts such as functions, variables, If Else statements, For loops, While loops, iterative and recursive programs and algorithms such as the Insertion Sort algorithm.



## **Microsoft Access 2010 - Revised 2017: 4 - 5 hours (Online)**

Microsoft Access 2010 is a very popular software program used worldwide to build and run databases. The course teaches you how to construct tables in a database and link them with primary key fields. You will be shown how to create the relationships between the tables and how to extract information from them using queries.



## **ICTs: Information 20 hours study: Level 1: Introductory (Online)**

BBC News 24, Sky News, CNN we live in an era where news has become almost instantaneous. This free course, ICTs: Information, will look at how news is gathered and the technology used for its dissemination. You will also be encouraged to examine how information might be manipulated by questioning its reliability.

# Health and Wellbeing



## **Young People and Their Mental Health: Available now 5 weeks 2 hrs. per week (Online)**

Mental health problems often develop during the teenage period. As many as 1 out of 5 teenagers are dealing with these problems. Therefore, it is important that you know how to recognise common mental health problems, know how they arise, what you can do to prevent them and what you should do when you actually suffer from them. This course has been created for young people wanting to know more about mental health. It might also be of interest to parents and caregivers.



## **How To Bring Meditation Into Your Everyday: 5 mins reading per day for 10 days**

Imagine if you could go through a chaotic day—dealing with everything that’s constantly fighting for your attention, everyone who’s constantly stepping on your toes—and still come home with your sanity. Heck, even be happy. It’s possible! In this course, you’ll learn simple and fun ways to bring meditation and mindfulness into your everyday so that you can build resilience to all the chaos and improve your relationships.



## **Eating to win: activity, diet and weight control: 6 hours study: Level 1: Introductory (Online)**

What should we eat before and after exercise? This free course, Eating to win: activity, diet and weight control, examines the importance of nutrition in physical activity, sport and weight management. The role that physical activity has alongside nutrition in controlling body weight will be discussed, as will considerations for pre-exercise and post-exercise nutrition and hydration.

That's all for February! Seen something you want to do?

Get in touch, contact:

<http://www.aegistheunion.co.uk/learn-with-aegis-england/unionlearn-contact-form/>



## National Numeracy Challenge month is now March contact us for the link to get involved



Not confident with numbers? - most people wish they were better.

A misconception is that you are born with good math skills, however the good news is that your number skills are something that CAN be improved, with a little practice.

The Challenge is a confidential and informal and helps you to assess your numeracy, learn everyday maths, gain confidence, and work towards getting the Essentials of Numeracy - the basic skills which you need in daily life and the workplace.