

How can we help?

Information Technology

- ◆ Introducing you to computers
- ◆ Tasters in different packages
 - Word
 - Excel
 - Access
 - PowerPoint
- ◆ Internet use
- ◆ E-mail

Qualifications available

E-Citizen, ECDL, Health & Safety



Literacy

- ◆ Communication
- ◆ Reading
- ◆ Writing
- ◆ Spelling
- ◆ Dyslexia Support
- ◆ Educational Games & Software

Numeracy

- ◆ Practical Arithmetic
- ◆ Money & Budgeting
- ◆ Time
- ◆ Fractions & Percentages

Guidance

- ◆ Help to access specialist support for:
 - Drugs / Alcohol
 - Housing
 - Finance
 - Health
 - Personal & lifestyle issues

Life skills

- ◆ Health & Hygiene
- ◆ Communication Skills
- ◆ Understanding Instructions
- ◆ Confidence & Assertiveness

Employability

- ◆ Preparing a CV
- ◆ Job Search
- ◆ Training Opportunities
- ◆ Employment Guidance

Broadening Horizons

- ◆ Group Discussions
- ◆ Community Involvement
- ◆ Creative Writing
- ◆ Making live style changes

How Much?

Courses are free or can be funded by Individual Learning Accounts (ILA)



CraigOwl Communities

CraigOwl Communities is a company limited by guarantee with charitable status.

The activities we are involved in are many and various.

These include:

- *Learning centres around Dundee where you can learn IT skills and get help with communication skills, reading, spelling and number problems – as well as having fun and meeting people*
- *Projects to help you to gain confidence, get your life sorted out and get into work*
- *Staff to listen to you and perhaps help to contact others who can offer support*
- *Dyslexia support. Dyslexia affects many areas of people's lives. Trained tutors can help you cope with the difficulties that have affected your learning*
- *Join the writers' group on a Friday morning and discover new talents*
- *Become a volunteer*
- *Gain a qualification – ECDL and e-citizen*



How do get started?

Speak to us!

We have friendly staff
who can meet you at

The Learning Place

In a relaxed atmosphere

Contact us at
The Learning Place
20 Stirling Street
Hilltown
Dundee

Ask for Julia or Grace

Tel: 01382 205094

Email: info@craigowl.com

Opening Hours:

Monday to Friday 9.30–12.30 1.30–4.30



European Social Fund
Investing in your future

discover
learning for yourself...

The Learning Place



20 Stirling Street
Hilltown
Dundee DD3 6PH
Tel: 205094



CraigOwl
Communities