

# Guide To Courses Autumn 2025







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# Sign Up Now!

# **Enrolment opens Thursday 21st August 2025**

Welcome to the Community Learning Guide for Autumn 2025.

This guide contains our programme of courses, drawn together by the Community Learning Development and Employability Service. Further copies of the Guide to Courses may be obtained from Orkney Islands Council Customer Services in Kirkwall and Stromness, as well as in local libraries and leisure facilities. A large print version is also available on request.

There are significant positive benefits associated with community learning including:

- · It brings people together.
- It builds cohesive and supportive communities.
- It increases confidence and can lead to improvements in physical and mental health.

#### **How to Enrol**

If you have any health issues, please consult your doctor or health professional prior to enrolling on any of the courses.

#### Classes are filled on a first come first served basis.

To enrol on a course online you will need to login or register. If you are using the system for the first time, videos showing how to do each stage of enrolment are on the Council website at <a href="https://www.orkney.gov.uk/our-services/community-learning-and-development/adult-learning/we-learn-we-grow/">https://www.orkney.gov.uk/our-services/community-learning-and-development/adult-learning/we-learn-we-grow/</a>. we advise you to watch the videos first before registering. To enrol by phone contact Customer Services at Orkney Islands Council, telephone: **01856 873535.** 

To enrol in a class being held at **The Learning Link** please call **01856 879200** or *email:* **the** <u>learninglinkenquiries@orkney.gov.uk</u>. These courses are not available to book through Customer Services or online.

To enrol by post please complete our postal application form.

Our aim is to make learning accessible to all. Please advise Customer Services or The Learning Link staff if you have any special requirements to enable you to attend your chosen course.

# **Course Fees / Payment / Instalments**

Course fees can be paid in full at the time of enrolment, through the online booking system or over the phone. You will be required to give details of your debit or credit card to enrol by phone. If booking by post, cheques should be made payable to Orkney Islands Council.

Fees can be paid in full or by instalments (50% initially and two further 25% payments). If you wish to pay in instalments, please request this option at the time of enrolment. This option also applies to concessionary students.

#### Concessions

Concessions are available on all non ActiveLife courses for participants who are eligible. You are entitled to apply for a 50% concessionary rate if you are an Orkney resident and are receiving any of the following:

- Income Support
- Income-based Job Seeker's Allowance
- Any income related element of Employment and Support Allowance (contributions-based is not accepted)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit and your monthly earned income is under £850
- Attendance Allowance or Pension Age Disability Payment
- Personal Independence Payment or Adult Disability Payment
- Disability Living Allowance or Child Disability Payment
- Aged over 60 and receiving Pension Credit

#### **ActiveLife**

We are working in partnership with ActiveLife which allows anyone with individual or family membership to enrol for our health and wellbeing classes as part of their membership at no extra cost. We operate a **6-hour cancellation policy** in line with membership terms.

If you are a current **ActiveLife budget holder** you are eligible for a concessionary rate of £1.00 per session. All ActiveLife courses are clearly marked.

#### Refunds

All course fees are **NON-REFUNDABLE** except in the event of a course having to be cancelled due to not reaching the minimum number of students or if cancelled by the tutor. However, if you feel you are on the wrong course, please let us know as soon as possible and we shall try and arrange a transfer to another course.

# Who can apply

The minimum age for enrolment on non-certified courses is 14, unless specified.

# Closing date for enrolments

A closing date of **one week before the start date of the course** is applied to all courses. If your chosen course has been cancelled, we will let you know. Please contact us directly to see what other courses may be available.

# **Indoor Courses**

#### **DOUNBY**

#### Yoga & Relaxation – Milestone Kirk, Dounby



Classes include movement, breathing and relaxation with the emphasis on awareness and moving according to your own limits. Yoga has the benefit of safely stretching and strengthening the body and improving joint mobility, in addition we develop our awareness of moving in a way that releases excess tension so there is an overall experience of softness and relaxation. As this becomes more familiar to us, we can then bring this relaxed way of being into our daily lives thus improving our overall feeling of wellbeing.

Students must provide their own mats.

Optional items you can bring are blocks, blanket, small cushion.

- Tutor: Carolyn Stewart (8 sessions in total)
- Mondays
- 29th September 2025
- 6th & 13th October 2025
- 10th, 17th & 24th November 2025
- 1st & 8th December 2025
- 10:00 11:30
- £88

#### **KIRKWALL**



## Yoga – Kirkwall Community Centre (Supper Room)

In this class you will be working mainly down on the floor, lying, sitting, kneeling and sometimes standing. You will be exploring ways of arriving at yoga postures more by chance rather than having a fixed goal in mind. Repeating sometimes unusual patterns of movement helps to keep bodies and minds adaptable and open to change.

Students are advised to bring the following: yoga mat, long strap, belt or tie (not stretchy)

Optional items you can bring are blocks, blanket, small cushion.

We would suggest you wear comfortable layers of clothing. Students must be happy to work on the floor, lying, sitting and kneeling and also be able to get back up again.

- Tutor: Mary Scott (10 sessions in total)
- Wednesdays
- 17th & 24th September 2025
- 15th, 22nd & 29th October 2025
- 5th, 12th, 19th & 26th November 2025
- 3rd December 2025
- 11:45 13:15
- £109

#### Mindfulness Meditation – Kirkwall Community Centre (Supper Room)



This course will allow participants to expand & strengthen their meditation practice. Individual interests will be taken into account. The main theme of these meetings will be to explore mindfulness practices. We will use moving & seated meditations. Gentle bodywork will be included. Breathing techniques visualisations & contemplations will be taught.

To attend this class previous experience of attending meditation classes/ courses is required.

- Tutor: Meg Webster-Gaertner (8 sessions in total)
- Thursdays
- 2nd, 9th, 16th, 23rd & 30th October 2025
- 6th, 13th & 20th November 2025
- 11:00 13:00
- £116

#### Creative Guitar - Breaking out of the boxes - (Kirkwall Library - Carnagie Room)

The amount of online guitar instruction available can be overwhelming and confusing, but there is no substitute for spending face to face time with an experienced guitar teacher.

This course will open creative doorways in your chosen style of music, from trad to rock to pop to jazz.

We'll look at how concepts such as improvisation, triads, chord/scale theory & modal ideas, can take your playing to another level and add colour and interest to your music.

Some of the time will be devoted to the technical side of creative playing, such as picking technique, syncopated rhythms, comping, the II-V-I progression and chord substitutions.

There will also be ample scope to open up the sessions to any related topics the students would like to explore. Students will need a guitar to play on (electric or acoustic).

Being able to sight read is not necessary, but a basic understanding of chords and simple scales would be useful.

- Tutor: Colin Black (4 sessions in total)
- Wednesdays
- 3rd, 10th, 17th & 24th September 2025
- 11:00 13:00
- £58

#### **STROMNESS**

#### Yoga with a Chair - Warehouse Building, Stromness (John Rae Room)



This class will suit people who would like to use a chair as their starting point for a yoga practice rather than lying or sitting on the floor.

Through repetitive and perhaps unusual patterns of movement your body can learn to adapt, which can help you to move around and through the various physical and mental restrictions that we all have.

You should be able to walk, stand, sit in a chair and be able to get out of it.

Students might want to bring along a blanket and small cushion for comfort.

- Tutor: Mary Scott (10 sessions in total)
- Tuesdays
- 16th & 23rd September 2025
- 14th, 21st & 28th October 2025
- 4th 11th, 18th & 25th November 2025
- 2nd December 2025
- 15:00 16:15
- £91

## Yoga - Warehouse Building, Stromness (John Rae Room)



In this class you will be working mainly down on the floor, lying, sitting, kneeling and sometimes standing. You will be exploring ways of arriving at yoga postures more by chance rather than having a fixed goal in mind. Repeating sometimes unusual patterns of movement helps to keep bodies and minds adaptable and open to change.

Students are advised to bring the following: yoga mat, long strap, belt or tie (not stretchy)

Optional items you can bring are blocks, blanket, small cushion.

We would suggest you wear comfortable layers of clothing. Students must be happy to work on the floor, lying, sitting and kneeling and also be able to get back up again.

- Tutor: Mary Scott (10 sessions in total)
- Wednesdays
- 17th & 24th September 2025
- 15th, 22nd & 29th October 2025
- 5th, 12th, 19th & 26th November 2025
- 3rd December 2025
- 18:30 20:00
- £109

#### Slow Flow Hatha Yoga - Warehouse Building, Stromness (John Rae Room)



This yoga class will have elements of both Hatha and Flow yoga, exploring traditional postures (asanas), working with alignment, building strength and flexibility, and also combining poses in simple fluid movement sequences. There will be a focus on present-moment awareness and moving with the breath.

A typical session will include Breath Work (Pranayama), Postures (Asana), Meditation and a period of Relaxation.

The theme for this term's course will be around the seven energy points or 'Chakras', with each class focusing on one of the Chakras, exploring poses helping to bring balance and harmony to the body.

Props including bricks, blocks and straps will be incorporated into the sessions, and these will be available in class. Yoga mats are also available, but students may prefer to bring their own.

Additional items that may be helpful to bring include: a blanket, a small cushion and knee pads.

This course is suitable for participants with some previous experience of yoga and an ability to explore seated, kneeling, lying and standing poses.

- Tutor: Barbara Reynolds (8 sessions in total)
- Tuesdays
- 16th, 23rd & 30th September 2025
- 7th, 14th, 21st & 28th October 2025
- 4th November 2025
- 19:00 20:15
- £72



#### Mindfulness Based Living Course – Warehouse Building, Stromness (John Rae Room)

The Mindfulness Based Living Course is registered with the British Association of Mindfulness-Based Approaches (BAMBA) as a recognised eight-week Mindfulness course.

This course introduces basic mindfulness techniques whilst cultivating an attitude of kindness and compassion. Mindfulness promotes a way of being, that can help us take better care of ourselves, enabling us to build resilience and to access inner resources for meeting the challenges life inevitably brings.

We already possess within us everything we need in order to become more mindful: an innate ability to be aware of what is happening now, in this present moment in a non-judgmental way. This is an experiential knowing. As we train our minds in this way, we gradually come to trust in this awareness as a place where we can rest, a secure base that is less reliant on external circumstances.

The sessions will include:- various meditation practices incorporating mindful body awareness and mindful movement; an inquiry process into personal experiences of the practices; teaching and discussion around some of the key ideas. Home practice is an important part of the course, and guided meditations will be available to support this.

#### **Course Programme**

The sessions are typically two hours long. The first session may be a bit longer to incorporate an introductory element

Session 1: Introduction: What is Mindfulness and Why Practice It? Starting Where We Are

Session 2: The Body as a Place to Stay Present

Session 3: Introducing Mindfulness Support

Session 4: Working with Distraction

Session 5: Exploring the Undercurrent

Session 6: Attitude of the Observer

Session 7: Self-Acceptance

Session 8: A Mindfulness Based Life

# There will be a follow up session of mindfulness practice with the date and venue to be confirmed.

This course is suitable for beginners and anyone who would like to spend a little time out of their busy week to develop their inner resources for coping effectively with stress, difficulty and illness.

- Tutor: Barbara Reynolds (9 sessions in total)
- Mondays
- 15th 22nd & 29th September 2025
- 6th, 13th & 20th & 27th October 2025
- 3rd November 2025
- Last session venue, date & time to be confirmed
- 18:30 20:30
- £131

#### Yoga and Relaxation - Warehouse Building, Stromness (John Rae Room)



Classes include movement, breathing and relaxation with the emphasis on awareness and moving according to your own limits. Yoga has the benefit of safely stretching and strengthening the body and improving joint mobility, in addition we develop our awareness of moving in a way that releases excess tension so there is an overall experience of softness and relaxation. As this becomes more familiar to us, we can then bring this relaxed way of being into our daily lives thus improving our overall feeling of wellbeing.

Students must provide their own mats.

Optional items you can bring are blocks, blanket, small cushion.

- Tutor: Carolyn Stewart (8 sessions in total)
- Thursdays
- 2nd, 9th & 16th October 2025
- 13th, 20th & 27th November 2025
- 4th & 11th December 2025
- 10:00 11:30
- £88

#### Furniture Restoration & Upholstery, Stromness Academy (Technical Room)

This course concentrates on the re-upholstery of furniture although some restoration work may be undertaken. Work on bulky items should be avoided as we have no space to store items.

Upholstery repair materials and fabrics are available to purchase from the tutor under a separate arrangement. Projects and tools that may be required should be discussed ahead of the class by contacting the tutor prior to the class commencing. For contact details please email: Community Learning & Development <a href="cld@orkney.gov.uk">cld@orkney.gov.uk</a>

- Tutor: Paul Steadman (10 sessions in total)
- Tuesdays
- 30th September 2025
- 7th, 14th 21st & 28th October 2025
- 4th, 11th, 18th & 25th November 2025
- 2nd December 2025
- 19:00 21:00
- £146

# **Outdoor Courses**

The following information applies to all our Bird Watching & Wildflower classes.

All walks will be undertaken on the Mainland of Orkney, Burray and South Ronaldsay.

**Venues:** Venues may be changed at short notice due to very inclement weather or the appearance of strange and interesting birds or wildflowers. The tutor shall inform you of the venue in the days leading up to each class – usually the evening before.

**Postponements:** Should any class be postponed (usually weather related), we shall endeavour to meet on the same day either the following week or the next. Postponements are guite rare.

**Walks:** Walks of 2 - 3 miles will be involved, possibly over rough ground. Orkney's weather adds to the wildflower/bird watching experience, but occasionally it can be testing.

**Equipment:** Binoculars are essential and very useful when out in the field

Footwear: Strong footwear (walking boots or wellingtons) is essential.

**Clothing:** Waterproofs and clothing that can withstand Orkney weather is essential. Dressing in subdued colours is very helpful.

**Refreshments:** A picnic break will be included – please bring a packed lunch & flask.

**Safety:** Fully insured. First aider, first aid kit and mobile phone will be carried.

Please leave dogs at home in front of the fire.

#### Finding Wildflowers, Plants and Trees in the Autumn

ActiveLife

This class complements the summer Wildflowers and Habitats classes. Three weekly forays will be looking at Orkney's autumn flowers and how to identify those plants that have been seen earlier in the year – some of them may not have flowers by now. We shall look at a variety of habitats.

- Tutor: Tim Dean (3 sessions in total)
- Thursdays
- 11th September 2025
- 18th & 25th September 2025
- 10:00 14:00
- £88

#### **Birdwatching (Tuesdays)**



We hope to see over 100 bird species, visit different habitats and walk in most parishes. Venues will be decided closer to the date and are dependent upon presence and abundance of birds, weather conditions (particularly wind) and tidal conditions.

- Tutor: Tim Dean (8 sessions in total)
- Tuesdays
- 2nd September 2025
- 7th October 2025
- 4th November 2025
- 2nd December 2025
- 6th January 2026
- 3rd February 2026
- 3rd March 2026
- 7th April 2026
- 10:00 14:00
- £234

#### **Birdwatching (Saturdays)**



We hope to see over 100 bird species, visit different habitats and walk in most parishes. Venues will be decided closer to the date and are dependent upon presence and abundance of birds, weather conditions (particularly wind) and tidal conditions.

- Tutor: Tim Dean (8 sessions in total)
- Saturdays
- 13th September 2025
- 4th October 2025
- 1st November 2025
- 6th December 2025
- 3rd January 2026
- 7th February 2026
- 7th March 2026
- 4th April 2026
- 10:00 14:00
- £234

#### Digital Photography: moving away from auto - Kirkwall Library, Carnegie Room & Outdoors

With digital cameras becoming ever more accessible, many people own these highly complex tools but are simply setting them to "auto" and not exploring their hidden power, and potential creativity.

This course will explore and demystify The Exposure Triangle, the fundamental concept of photography that utilises aperture, shutter speed and ISO to produce images that you are in control of.

Knowing how to use and manipulate these settings will open up your photography skills, and can be used in portraiture, landscape, wildlife, sports and creative photography, and will enable you to make the move from beginner to advanced.

We will also look at other fundamentals such as composition, use of the histogram, shooting in RAW, depth of field, artistic expression and when to use a tripod.

The course sessions will consist of two 2-hour sessions indoors where we will examine the camera settings and their usage, and three 2-hour sessions outdoors where we will put into practice what we have learned in the Orkney environment. There will be one further 2-hour session indoors where we will look at the images produced together and discuss them and share what we have learned.

Students should understand the basic use of their camera, and have a means of viewing images taken on the course (either online or on a computer/tablet/phone)

#### N.B. Dates in green will be held at Kirkwall Library (Carnegie Room)

- Tutor: Colin Black (4 sessions in total)
- Fridays
- 5th September 2025
- 12th & 19th September 2025
- 26th September 2025
- 11:00 13:00
- £58

## **Free Courses**



The Learning Link is a **FREE** service which is dedicated to helping adults gain new skills and increase their self-confidence. The benefits of developing your skills and having the confidence to use them can be far reaching and life changing. It can also improve your health and well-being.

If you want to just brush up on your reading or writing skills, improve your numeracy skills, increase your digital skills, learn how to use the internet safely or improve your speaking and understanding of the English language, then get in touch.

For further information on what we offer or to register your interest in any of our classes

Call: 01856 879200

or email: thelearninglinkenquiries@orkney.gov.uk

# or Scan the QR code to register with us online



All classes will be held at The Learning Link,1 St Rognvald Street, Kirkwall, KW15 1PR unless stated otherwise

Courses can only run if we have sufficient numbers. We will contact participants that have registered an interest with us and confirm dates, times and venue prior to the course commencing.

#### How to Help Your Child with their Homework

Struggling to support your child with their homework? You're not alone.

This short, practical course is designed to give parents and carers the tools, tips, and confidence to make homework time less stressful and more productive for everyone.

This course will enable you to support your child/children with their school work. Each week we will cover a different topic.

- 3 English topics Reading Writing Spelling.
- 3 Maths topics Numbers Data Handling & Space Shape & Measure.

Whether your child is just starting school or facing new challenges with learning, this course will help you feel more confident, informed, and equipped to support their success.

No experience needed - just a willingness to help your child thrive.

#### **Introduction to Navigation**

Ever wanted to be able to read a map? Not sure where to start? Experienced, expert instructors are waiting to hear from you! We will be offering a **FREE** introduction to navigation, covering the following topics:

- Introduction to different maps, map scales, key symbols and features.
- How to estimate distances using pacing and timing.
- Introduction to the compass and its basic features including bearings.
- Planning and following a route using key features.
- How to correctly orientate the map to determine your location.
- Translating what you see on the ground to what you see on the map and vice versa. (hills, rivers, walls, woods, roads, paths, buildings etc).
- Navigation strategies.

Each week we will cover different topics, firstly together as a group, and then we will go out and about to practice our skills!

Footwear: Strong footwear (walking boots or wellingtons) is essential.

**Clothing:** Waterproofs & clothing that can withstand Orkney weather is essential.

Refreshments: Walks will include a picnic break, so please bring a snack and a flask & water

#### **Numeracy**

Have you always struggled with Maths?

Do you find sums difficult?

Do you wish you had a qualification in Mathematics?

We offer free support, whatever the level! We can help you work out your starting point and achieve your numeracy goals.

Courses we have offered previously include:

- SQA Numeracy qualifications at level 3 and level 4
- Mental arithmetic and number skills
- · Working out fractions, decimals and percentages
- All things statistics and probability
- Understanding ratio
- Time 12 & 24 hours
- Budgeting

#### Here is a chance to learn all those things that you never understood!

#### **Sewing for Beginners**

Do you want to learn how to sew?

Did you used to sew and want to get the confidence to sew again?

Would you like to work with a group of like-minded people and build your confidence in sewing?

Come to our sewing course, a set of lessons to help you get started.

You will learn the basics of how to:

- Use a sewing machine,
- Pin and cut out a pattern accurately,
- Sew a seam,
- Sew a buttonhole,
- Put on a button,
- Put in a zip and much more.

You can choose what you want to sew from various fun activities, taking advantage of the lovely fabric to be found in the charity shops. We will make one thing a week that you, as a group, have chosen to do.

We will be working towards gaining skills, so you have the confidence to do more complicated tasks and be able to adjust, amend and make clothes as well as make things for around the home.

#### **Confidence to Cook**

Did you start cooking later in life?

Do you always eat the same meals?

Do you fancy changing what you eat?

Would you like to discover new recipes?

This short beginner-friendly course is designed to help you take steps towards becoming a capable relaxed and creative home cook.

In this hands-on course you will learn:

- How to adapt recipes
- · How to use familiar ingredients in different ways
- Learn about nutrition
- Eating on a budget
- Confidence in preparing meals

Whether you are brand new to cooking or just want to feel more comfortable with the basics, this course is all about building your skills, boosting your confidence, but most importantly - having fun in the kitchen.

No experience needed. We will provide all the ingredients, just bring your appetite to learn!

#### **Expressive Writing**

Are you looking for something fun and different to do? Do you fancy learning new skills with new people?

Expressive Writing may be exactly what you are looking for!

In this form of self-expression, expressive writing is personal and can be a way of self-discovery and personal growth, it can increase your health and wellbeing as well as give you confidence to convey yourself by using words and images more creatively.

In an informal group setting, you will be encouraged to write freely and creatively to communicate your thoughts and feelings on a few topics of your choice.

We will use creative prompts to ignite a spark in your imagination on different themes, for example: memories, seasons, music etc.

A variety of art media can be used to illustrate your words on paper including images, stencilling, stamping and colour to capture moods. Let your imagination flow freely without worrying about the product – just be yourself!

#### Communication

Brush up on your communication skills and gain a qualification to help improve your confidence and widen job opportunities.

- Develop reading skills through reading a range of texts i.e. articles, emails, leaflets etc.
- Writing in different styles i.e. emails, messages and instructions.
- Learn how to organise writing in sentences and paragraphs, and how to use punctuation and grammar correctly.
- Improve confidence in speaking clearly and effectively, by joining in group discussions and activities.
- Develop listening skills for understanding different situations i.e. discussions and podcasts.
- Communicate in different ways for different purposes i.e. giving information, instructions, and using persuasive language.

This short course is perfect for anyone looking to boost their communication skills and will help you to speak with more ease and impact.

Communicate better, feel more confident, be heard.

#### Absolute Beginners Course (ABC) - Introducing a Digital World

If you have **no digital skills** and would like to learn, we are keen to hear from you and help you start your learning journey.

Learning digital skills can be good for your health & wellbeing, reduce social isolation, learn new skills, connect with people and services, and so much more.

Do you ever wonder....

- What is a digital device and what is on the Internet?
- What is an email and how do I use it?
- What can I do if I go on the Internet?
- Can I keep in touch with my family and friends?
- Is it for me and can I learn about it safely?

Learning to use the internet and other digital skills can be daunting at first, but in each session, we will ensure we work at your pace and on topics you need to learn, or that you are interested in.

Bring your own device (if you have one) or you can borrow one whilst learning.

#### You have nothing to lose but lots to gain

# Digital Support Hub – Kirkwall Library (MacGillivray Room) every Friday 2pm – 3.30pm

This friendly and informal group is for people who have some digital skills but want to learn and improve their current knowledge, share ideas, , seek guidance, or support.

You can drop in when you need support, or like many others, attend each week as part of their learning and social circle. Bring your own digital device with you, be that a smartphone, tablet, laptop, iPhone or iPad, and we will do our best to support and answer your questions.

#### Common themes to date include:

- > Emails including phishing, scams etc.
- > Problems getting online.
- > Checking if a text or email is legitimate.
- Improve online safety.
- > Buying goods online and paying for them.
- > Accessing online services and registering for them.
- Communicating with WhatsApp, Messenger, etc.
- Privacy settings on social media and following topics of interest to you.

Technology made simple - learn, connect, and thrive!

#### **ORKNEY ISLANDS COUNCIL**

#### **Postal Application Form**

Name:					
Address at Postcode:	nd				
Telephone	:				
Mobile:					
Email Add	ress:				
Do you have	e any sp	ecial needs related to your chosen cou	rse(s)?		
Course Deta	ails				
Ref. No:	Course Details:		Course Fee:	Amount Due:	
			Total Due:	£	
Charges Tick the box(es) that apply and give details below:  Full fee.  Activelife/Budget Instalments. 50% Concession Holder.					
back of your	card)	membership, please provide your card n	`	be found on the	
	•	provide proof of being eligible to claim co			
	etailed in t	rticipants may be required to pay for addi the programme. Concessions do not appl			
Reason for	concessi	on claim:			
Signature:	35.103001	Da	to.		
Dignature.			io.		

#### **Privacy Statement**

We need the information on this form to process your enrolment. Providing this public service is the legal basis for the Council's lawful processing of this form. Only members of staff with a need to know will access this information. More information about how the council will process your personal data and about your rights is available here: <a href="https://www.orkney.gov.uk/privacy/">www.orkney.gov.uk/privacy/</a>

#### Community Learning, Development & Employability Service

This programme of courses was drawn together by the Council's Community Learning, Development and Employability Service.

If you have ideas for courses you would like to see available or if you have a skill or interest, you would be willing to share, please get in touch with Walter Gorman at the Community Learning, Development & Employability Team (CLDE) on 01856 873535 ext: 2423 or *email*: walter.gorman@orkney.gov.uk

#### **Privacy Statement**

We require the information obtained at the time of booking in order to process your booking request. Providing this public service is the legal basis for the Council's lawful processing of these details. Only members of staff with a need to know will access this information. More information about how the Council will process personal data and about your rights is available online <a href="https://www.orkney.gov.uk/privacy/">www.orkney.gov.uk/privacy/</a>

Community Learning, Development & Employment Service Education, Leisure and Housing Council Offices
Kirkwall, KW15 1NY
Telephone 01856 873535

or email: <a href="mailto:cld@orkney.gov.uk">cld@orkney.gov.uk</a>