

YOU LIVE, YOU LEARN.

ADULT LEARNING COURSES GUIDE 2017 - 2018

Welcome to our [course descriptions guide A-Z](#). This accompanies the Adult Learning Courses Guide for 2017-18. **Courses are listed alphabetically** as they are listed in the course guide to help you find the course description you are looking for. You can [click on the A-Z links below](#), which will take you to the start of each section.

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Word Processing
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Abrasive Wheels (Grinder & Cut Off Saw)

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

On completion of this training participants will be able to:-

- Safely store and identify abrasive wheels
- Be able to select the appropriate wheel use
- Be able to inspect and recognise damaged wheels
- Be able to mount an abrasive wheel
- Understand the hazards and risks when using abrasive wheels

HOW WILL I BE ASSESSED?

Assessment is by a theory and practical test.

HOW CAN I PROGRESS?

You can progress your health and safety knowledge with higher qualifications. You should also consider that Refresher Training is recommended at intervals not greater than 2 years.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate fully in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Access for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore spreadsheets. This non-accredited course will help you understand how to use Microsoft Access with the emphasis of each session on building confidence through completing practical activities. It will cover how to create databases, understand the basics of fields, relationships, queries and reporting.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Access to Higher Education Health/ Education/Humanities Diploma

WHO IS THIS COURSE FOR?

Designed for people aged over 19 who want to go to university but:

- didn't get the A Levels they needed or have old qualifications and may need a refresher,
- have not been in education for some time or want a change in direction or pursue a new career

WHAT IS INVOLVED IN THE COURSE?

The course can be done over one or two years and is supported by an Adult Learning Loan but currently this is waived on completion of your degree or if you are in receipt of a pension (ask for details).

We have Access to Higher Education Diplomas available in: Health and social care professions,
Nursing and midwifery,
Allied health care,
Teaching
Humanities.

An Access to HE Diploma is one of the main routes into University for adult learners. The diploma is a full level 3 qualification, and is the equivalent of 3 A Levels.

HOW WILL I BE ASSESSED?

The course is made up of specific units, assignments and end tests, depending on your chosen pathway of study. We will devise your timetable for you which will outline each module of study and the assessment methods. Examinations are normally in May and June of each year.

HOW CAN I PROGRESS?

This course will provide the entrance requirements for university on a number of pathways. Please check with your intended university that they accept Access to HE credits on the course(s) you are applying for.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need:
GCSE English and Maths at grade C or above and possibly a Science. You will also undertake an initial assessment before starting the course. Please note that if you do not have these GCSES or do not reach the required standard there is a pre-access course that you will be able to take to prepare you for the Level 3 programme. Talk to a member of our team who will be able to help you with finding the right path for you. Fees: From age 19+ you can apply for an Advanced Learning loan to cover the cost of your fees. Currently when you complete your degree this loan is waived.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Adobe Lightroom and Adobe Photoshop for Beginners and Intermediate

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This training course provides you with the concepts, skills and tricks to use Adobe Lightroom and Adobe Photoshop effectively. You'll receive hands-on practice working with basic and intermediate techniques to get the most out of your experience. You will learn layer basics, photo retouching and image editing to a high standard.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to more advanced training. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media studies and photography qualifications at Level 2 and 3, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have photography and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Adobe Photoshop for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This training course provides you with the concepts, skills and tricks to use Adobe Photoshop effectively to manipulate your digital images. You'll receive hands-on practice working with basic techniques to get the most out of your experience.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to an intermediate course. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media studies and photography qualifications at Level 2 and 3, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have photography and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Adobe Premier - Digital Video Editing for Social Media Beginners and Intermediate

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This training course is a great introduction to using the industry-standard editing software Adobe Premiere. You will learn how to edit and create stunning and effective films for social media platforms with real hands-on projects to final cut of your film.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to more advanced training. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media studies and photography qualifications at Level 2 and 3, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have photography and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Adult Social Care (Preparing to Work in) - Certificate at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course is for you if are interested in, or new to, working in adult social care in England. It covers a range of key areas for working in the sector and aims to give you the opportunity to investigate a work role in the health sector and to provide the underpinning knowledge needed to work there safely and effectively. You do not need to have a work place to complete this qualification

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress into employment and/or to the following qualifications Level 2 Diploma in Health and Social Care (Adults)

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Adult Social Care (Preparing to Work in) - Certificate at Level 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course is for you if are interested in, or new to, working in adult social care in England. It covers a range of key areas for working in the sector and aims to give you the opportunity to investigate a work role in the health sector and to provide the underpinning knowledge needed to work there safely and effectively. You do not need to have a work place to complete this qualification.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress into employment and/or to the following qualifications Level 2 Diploma in Health and Social Care (Adults)

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Adult Social Care- Diploma at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you have just completed the certificate, then the Diploma is the next best step for you. The qualification covers a wide range of areas including supporting individuals with their physical and emotional care, daily living needs and health care procedures. The course has three pathways: Generic Health and Social Care, Dementia and Learning Disability.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in both classroom and workplace. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress onto the following qualifications Level 3 Diploma in Health and Social Care (Adults).

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or in an apprenticeship in an adult care setting, or you will need to be undertaking a significant voluntary work placement throughout the course. You will need English and maths skills at Level 2 and IT skills will be useful for research and completing your portfolio.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
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01670 623688



Adult Social Care- Diploma at Level 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you have just completed the certificate, then the Diploma is the next best step for you. The qualification covers a wide range of areas including supporting individuals with their physical and emotional care, daily living needs and health care procedures. The course has three pathways: Generic Health and Social Care, Dementia and Learning Disability.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in both classroom and workplace. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress onto the following qualifications Level 3 Diploma in Health and Social Care (Adults).

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or in an apprenticeship in an adult care setting, or you will need to be undertaking a significant voluntary work placement throughout the course. You will need English and maths skills at Level 2 and IT skills will be useful for research and completing your portfolio.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Advice and Guidance - NVQ Certificate at Level 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course is ideal if your role involves providing advice and guidance directly to clients, reporting to line management as well as associated services. You may also supervise and support other staff members. To earn a qualification, you must complete a range of mandatory and optional units, including establish communication with clients for advice and guidance assist advice and guidance clients to decide on a course of action and manage personal case load. You will then have a range of optional units to choose from which include working with a caseload, learning in groups, preparing materials to support advice and guidance. You will be able to choose optional units which match with the job or volunteer role you have.

HOW WILL I BE ASSESSED?

You will need to attend classroom sessions to develop your underpinning skills and knowledge. You'll be active in your workplace or placement, where you'll demonstrate the skills and knowledge you've learned either through assignments, by portfolio recording of evidence, or being observed in the workplace.

HOW CAN I PROGRESS?

You can progress to the Level 4 NVQ Diploma in Advice and Guidance.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed in an appropriate setting where you will be advising and guiding clients, or you will need to be undertaking a significant voluntary work placement throughout the course. You will need English and maths skills at Level 2 and IT skills will be useful for research and completing your portfolio.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Alcohol Awareness - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

The qualifications cover areas such as what alcohol is and what it does, the effects and dangers of alcohol, alcohol and the law, being responsible and the contribution that the licensed retail industry.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

This award is ideal to support your studies in a variety of adult, childcare or school settings at level 1 or level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Amazing Cake Art

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional cake decorator. It will provide you with some of the theory and practical skills, but will focus on taking you through different methods and effects to decorate cakes. You will be introduced to the tools and techniques. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Animation for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This training course provides you with the digital skills for bringing your cartoons and drawings to life. You will learn how to use software to create short animations, edit and produce a range of effects. You will work through lecturer led activities and your own projects and ideas. You'll receive hands-on practice working with basic techniques to get the most out of your experience. This course goes well with the Manga and Comic Drawing, to building up your drawing skills at the same time.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to an intermediate course. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media and creative studies and photography qualifications at Level 1 and 2, all of which are designed for preparing you for work in this area. Alternatively you deepen your skills with an intermediate course.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have some drawing and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Art and Design GCE A Level (2 yrs)

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over who has completed level 1 awards or certificates or has some experience and a good aptitude in this area.

WHAT IS INVOLVED IN THE COURSE?

You will deepen your practical and critical skills with this 2 year A Level programme. Similar to the GCSE, at A Level students choose one or more of these titles for study: Art, craft and design, Fine art, Graphic communication, Textile design, Three-dimensional design, Photography.

HOW WILL I BE ASSESSED?

Student must complete both components. Component 1: Portfolio. A portfolio that in total shows explicit coverage of the four assessment objectives. It must include a sustained project evidencing the journey from initial engagement to the realisation of intentions and a selection of further work undertaken during the student's course of study. It is 60% of GCSE marks. Component 2: There is a non-exam assessment set and marked and moderated by the exam body. The moderation will normally take place in June.

HOW CAN I PROGRESS?

You could progress to a creative apprenticeship, foundation or honours degree.

WHAT ARE THE ENTRY REQUIREMENTS?

You will already have completed a GCSE or certificates or diplomas at Level 2. Alternatively you will have significant experience in an art or craft discipline. You will need a strong interest and aptitude in art and design.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Art and Design GCSE

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over who has completed level 1 awards or certificates or has some experience and a good aptitude in this area.

WHAT IS INVOLVED IN THE COURSE?

This is a broad course. You will explore practical and critical/contextual work through a range of 2D and/or 3D processes and new media and technologies. You will work with a range of art, craft and design materials and processes. This qualification is linear. Linear means that students will sit all their exams and assessment at the end of the course. Students choose one or more of these titles for study: Art, craft and design, Fine art, Graphic communication, Textile design, Three-dimensional design, Photography

HOW WILL I BE ASSESSED?

Student must complete both components. Component 1: Portfolio. A portfolio that in total shows explicit coverage of the four assessment objectives. It must include a sustained project evidencing the journey from initial engagement to the realisation of intentions and a selection of further work undertaken during the student's course of study. It is 60% of GCSE marks. Component 2: There is a non-exam assessment set and marked and moderated by the exam body. The moderation will normally take place in June.

HOW CAN I PROGRESS?

You could progress to an A level Art and Design or a creative apprenticeship.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, although you may have already completed a level 1 award or certificate in an art or craft discipline. You will need a strong interest and aptitude in art and design.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Assessment of Vocational Achievement - Certificate at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment).

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or the Level 4 Certificate in Education and Training

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or volunteering in a suitable work role where you will be able to assess learners work against standards. English and maths skills are required and if you don't already have a Level 2 qualification in both subjects, we would recommend that you also enrol for functional skills courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Award in Cycle Maintenance Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you love bikes and enjoy fixing things, a career as a bicycle mechanic is the ideal job for you. With the right training and qualifications you could start earning around £11,000 per annum as a junior. With the level 1 Award you will receive a solid introduction in the role. An example of the units covered includes; remove and replace cycle saddles, seat posts and handlebars, remove and replace cycle brake blocks, lubrication and tension, cleaning and preparation and removal and replacement of wheels, tyres and inner tubes.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You could progress to the Level 2 Award in Cycle Mechanics. You could also apply for an Apprenticeship as a Cycle Technician.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required. You may benefit from having already completed the Introduction to Cycle Maintenance or similar. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
 01670 623665



Beauty Therapy Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in working in the beauty sector.

WHAT IS INVOLVED IN THE COURSE?

This is the first step into the beauty industry. You will learn first steps in basic beauty treatments, including facials, manicures and nail art. You will carry out treatments on fellow students.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments to help you in progressing to formal qualifications.

HOW CAN I PROGRESS?

You can progress to the level 1 awards, certificates and diplomas and begin the professional pathway to working in the hair and beauty sector. You can also progress to the level 2 awards, certificates and diplomas. These will help you to qualify for working in the workplace and to deal with your clients safely and effectively.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Beauty Therapy Intermediate - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in working in the beauty sector. You will need to have completed the level 1 certificate in the hair and beauty sector, or have completed a range of awards, or have practical work experience.

WHAT IS INVOLVED IN THE COURSE?

In this course, you will complete mandatory units and optional units, including specialist treatments in facials, manicures and pedicures. Generic units include health and safety in the salon, client care and working in beauty related industries.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the level 2 diploma and develop the breadth of your professional skills and the range of beauty treatments you can perform. These will help you to qualify for working in the workplace and to deal with your clients safely and effectively. Alternatively you can progress to Level 3 studies and work towards the skills required to manage your own salon, spa or treatment service.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need level 1 qualifications or sufficient experience in working in the beauty sector.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Beginners Guide to Baking

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Beginners Guide to Nepalese Cookery

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Bread making for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Bricklaying - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to prepare you to work safely and with confidence in the construction industry with a focus on bricklaying and block work construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. Students are required to wear protective overalls, toe protective footwear, a recommended basic tool kit and text book. You can also take a Health & Safety test. What modules are covered?

Health, safety and welfare in construction and associated industries
 Knowledge of technical information, quantities and communication with others
 Knowledge of construction technology
 Construct block, cavity and brick walling
 Setting out for basic masonry structures
 Mix construction materials

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 2, specialising in the trade occupation you started at Level 1. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
 or working at Entry Level 3 literacy and
 numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
 Mike.Smith01@northumberland.gov.uk
 01670 623665



Bricklaying - Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to prepare you to work safely and with confidence in the construction industry with a focus on bricklaying and block work construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. Students are required to wear protective overalls, toe protective footwear, a recommended basic tool kit and text book. You can also take a Health & Safety test. What modules are covered?

Health, safety and welfare in construction and associated industries
 Knowledge of technical information, quantities and communication with others
 Knowledge of construction technology
 Construct block, cavity and brick walling
 Setting out for basic masonry structures
 Mix construction materials

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 2, specialising in the trade occupation you started at Level 1. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
 or working at Entry Level 3 literacy and
 numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
 Mike.Smith01@northumberland.gov.uk
 01670 623665



Bricklaying - Diploma at Level 2

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to prepare you to work safely and with confidence in the construction industry with a focus on bricklaying and block work construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. Students are required to wear protective overalls, toe protective footwear, a recommended basic tool kit and text book. You can also take a Health & Safety test. What modules are covered?

Health, safety and welfare in construction and associated industries
 Knowledge of technical information, quantities and communication with others
 Knowledge of construction technology
 Construct block, cavity and brick walling
 Setting out for basic masonry structures
 Mix construction materials

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
 or working at Entry Level 3 literacy and
 numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
 Mike.Smith01@northumberland.gov.uk
 01670 623665



British Sign Language - Award at Level 1

WHO IS THIS COURSE FOR?

The course is suitable for learners aged 16 or over who wish to gain a level 1 qualification in British Sign Language.

WHAT IS INVOLVED IN THE COURSE?

This qualification is designed to enable learners to communicate with deaf people in British Sign Language (BSL) on a range of topics that involve simple, everyday language use. BSL is a visual-gestural language, with its own grammar and principles. There are three units covering topics like meeting people, using numbers, weather, transport, and directions.

HOW WILL I BE ASSESSED?

You will be assessed by controlled assessments which are externally marked.

HOW CAN I PROGRESS?

You can progress to the Level 2 Certificate in British Sign Language. You could also attend a local Deaf group to practice your skills in the community.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



British Sign Language - Certificate at Level 2

WHO IS THIS COURSE FOR?

For learners aged 16 or over who have already completed a Level 1 course or who already have a basic knowledge of the language.

WHAT IS INVOLVED IN THE COURSE?

This qualification is designed to enable learners to develop further skills in communicating with deaf people in British Sign Language (BSL). BSL is a visual-gestural language, with its own grammar and principles. There are number of units will deepen your skills from the level 1 course. Topics like meeting people, using numbers, weather, transport, and directions will be covered.

HOW WILL I BE ASSESSED?

You will be assessed by controlled assessments which are externally marked.

HOW CAN I PROGRESS?

You can progress to the Level 3 Certificate in British Sign Language. You could also attend a local Deaf group to practice your skills in the community.

WHAT ARE THE ENTRY REQUIREMENTS?

Students should have some knowledge of the language or they should already have completed a Level 1 or equivalent course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Building Crafts - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in construction such as plastering, tiling, brickwork carpentry and decorating and wish to progress on a path trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to introduce you to working safely and helps you gain confidence in building craft construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. What modules are covered? You will study and be assessed in the subjects below:
 Apply finishing materials Cut, lay and fix construction components Fix construction components Handle and store construction materials and components Mix construction materials Set out for construction components

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

Students generally progress onto the Level 1 Diploma in a specialised trade area such as brickwork, painting and decorating or carpentry. Many students also choose to progress to the Maintenance Operations Diploma to develop their skills, however direct entry to employment or an apprenticeship are also career paths. Typical starting salaries in this sector include: Bricklayer - £15,000, Carpenter - £13,000 and Painter and Decorator - £13,000.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
 or working at Entry Level 3 literacy and numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
 Mike.Smith01@northumberland.gov.uk
 01670 623665



Business Administration Advanced - BTEC Diploma at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over. Those employed in advanced administrative roles with specific responsibilities, seeking to gain further skills and knowledge and accredit existing ones.

WHAT IS INVOLVED IN THE COURSE?

This qualification is aimed at those working in administration with significant responsibilities. It is designed to cater for the wide range and diversity of job roles where competence in business administration is vital and reflects the range and depth of competence in business skills, required. You will be assessed in your workplace and produce a portfolio of evidence to confirm your competence. You must achieve a minimum number of mandatory and optional units.

HOW WILL I BE ASSESSED?

You will be assessed in your workplace and produce a portfolio of evidence to confirm your competence. Portfolios can be paper based or electronic. A series of off the job workshops will support your learning towards successful completion.

HOW CAN I PROGRESS?

If your job role has sufficient seniority and responsibility, you could seek to progress on the NVQ Level 4 Diploma in Business & Administration.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements; this qualification is open to all candidates who work in a business or administration environment with significant responsibilities for procedures, processes or staff. You should possess a good standard of English and Maths and have sound IT skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Buying and Selling Online

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore buying and selling online, particularly through sites like EBay. This non-accredited course will help you understand how to promote your goods / services online, upload information, deal with potential customers and carry out safe financial transactions.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Cake Decorating for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This course will give you the grounding for covering cakes professional using different types of icing, through to decorative and finishing techniques.

HOW WILL I BE ASSESSED?

You will be working towards an NCFE Level 1 Award in Creative Craft. You will produce a portfolio of evidence which will be externally assessed.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 2 Certificate in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Cake Decorating for Intermediate

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a progression course and is designed to deepen your knowledge and skills of the subject. You will be working through a range of lecturer led activities as well as your own projects. You will be building on your covering, decorative and finishing techniques and working to a higher standard. You will also look at enterprise skills for this sector so that you have the grounding to work in the area professionally.

HOW WILL I BE ASSESSED?

You will be working towards an NCFE Level 2 Certificate in Creative Craft. You will produce a portfolio of evidence which will be externally assessed.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore this area further you can progress to the NCFE Level 3 Certificate in Creative Craft . If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course requires you to have completed the Level 1 / Beginners programme or similar, or you will need to have some skills in this area.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Carpentry and Joinery - Certificate and Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps you to prepare to work safely and with confidence in the construction industry with a focus on Carpentry and Joinery construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. Students are required to wear protective overalls, toe protective footwear, a recommended basic tool kit and text book. You can also take a health and safety test.

What modules are covered?

Health, safety and welfare in construction and associated industries

Knowledge of technical information, quantities and communication with others

Knowledge of construction technology

Produce woodworking joints

Maintain and use carpentry and joinery hand tools

Prepare and use carpentry and joinery portable power tools

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 2, specialising in the trade occupation you started at Level 1. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Chainsaw Felling of Small Trees up to 200mm diameter

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is the Lantra Certificate. It is a professional course. There is an assessment at the end of the course on completion of the taught sessions. Due to the nature of the class, we can only take 4 learners per course to ensure the safety of the group is maintained. You will need to be prepared for working in the outdoors, and provide suitable clothing for the weather.

HOW WILL I BE ASSESSED?

You will complete a practical and knowledge based assessment with a YPTC external assessor.

HOW CAN I PROGRESS?

You may wish to progress to occupational areas include Forestry, Grounds Services and Maintenance, Agriculture and Horticulture. You may also wish to learn more about conservation and land management generally. You can widen your environmental knowledge by participating in other short courses in this area, or you may wish to progress to formal studies in sciences like a GCSE. You could also progress to land based studies at Kirkley Hall at Northumberland College.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate. You must also have a basic understanding of health and safety and be able to comply with safety instructions given.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Chainsaw Maintenance and Cross Cutting

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is the Lantra Certificate. It is a professional course. There is an assessment at the end of the course on completion of the taught sessions. Due to the nature of the class, we can only take 4 learners per course to ensure the safety of the group is maintained. You will need to be prepared for working in the outdoors, and provide suitable clothing for the weather.

HOW WILL I BE ASSESSED?

You will complete a practical and knowledge based assessment with a YPTC external assessor.

HOW CAN I PROGRESS?

You may wish to progress to occupational areas include Forestry, Grounds Services and Maintenance, Agriculture and Horticulture. You may also wish to learn more about conservation and land management generally. You can widen your environmental knowledge by participating in other short courses in this area, or you may wish to progress to formal studies in sciences like a GCSE. You could also progress to land based studies at Kirkley Hall at Northumberland College.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate. You must also have a basic understanding of health and safety and be able to comply with safety instructions given.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
 07867 441942



Chainsaw Maintenance and Cross Cutting Hedge Trimmers / Bushcutters

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is the Lantra Certificate. It is a professional course. There is an assessment at the end of the course on completion of the taught sessions. Due to the nature of the class, we can only take 4 learners per course to ensure the safety of the group is maintained. You will need to be prepared for working in the outdoors, and provide suitable clothing for the weather.

HOW WILL I BE ASSESSED?

You will complete a practical and knowledge based assessment with a YPTC external assessor.

HOW CAN I PROGRESS?

You may wish to progress to occupational areas include Forestry, Grounds Services and Maintenance, Agriculture and Horticulture. You may also wish to learn more about conservation and land management generally. You can widen your environmental knowledge by participating in other short courses in this area, or you may wish to progress to formal studies in sciences like a GCSE. You could also progress to land based studies at Kirkley Hall at Northumberland College.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate. You must also have a basic understanding of health and safety and be able to comply with safety instructions given.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
 07867 441942



Chainsaw maintenance, Cross Cutting and Felling of Trees up to 380mm diameter

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is the Lantra Certificate. It is a professional course. There is an assessment at the end of the course on completion of the taught sessions. Due to the nature of the class, we can only take 4 learners per course to ensure the safety of the group is maintained. You will need to be prepared for working in the outdoors, and provide suitable clothing for the weather.

HOW WILL I BE ASSESSED?

You will complete a practical and knowledge based assessment with a YPTC external assessor.

HOW CAN I PROGRESS?

You may wish to progress to occupational areas include Forestry, Grounds Services and Maintenance, Agriculture and Horticulture. You may also wish to learn more about conservation and land management generally. You can widen your environmental knowledge by participating in other short courses in this area, or you may wish to progress to formal studies in sciences like a GCSE. You could also progress to land based studies at Kirkley Hall at Northumberland College.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate. You must also have a basic understanding of health and safety and be able to comply with safety instructions given.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Childcare Advanced Practitioner - CACHE Diploma at Level 4

WHO IS THIS COURSE FOR?

Learners must be at least 18 years old. As a practitioner within the early years workforce, this Level 4 qualification aims to provide you with professional development opportunities.

WHAT IS INVOLVED IN THE COURSE?

The NCFE CACHE Level 4 Certificate for the Early Years Advanced Practitioner aims to provide professional development opportunities for practitioners working in the early years workforce at Level 3. This qualification will embrace the wealth of experience of the Level 3 early years workforce, and challenge learners in both their daily practice and theoretical understanding. Upon achievement of the qualification, learners will be equipped as an advanced practitioner. The advanced practitioner will use crucial leadership skills to mentor others across all roles and responsibilities in the early years workforce. The qualification covers a range of early years topics at Level 4, including enabling children to learn, working with families and other professionals and implementing change, as well as specialist areas such as physical activity and nutrition and special educational needs.

HOW WILL I BE ASSESSED?

You will complete a detailed portfolio which will be externally assessed. You will be observed and reviewed in the workplace.

HOW CAN I PROGRESS?

This qualification will prepare learners for study at a higher level, for example a Foundation Degree in Early Years or Level 5 qualification such as the Diploma in Leadership for Health and Social Care and Children and Young People's Services. Job roles you can apply for on completion. SENCO (Special Educational Needs Coordinator) - for staff who are undertaking the responsibility of SENCO in the setting. PANCO role (Physical Activity and Nutrition Coordinator). Internal progression at higher level including those with management responsibilities, Leadership, mentoring, supervision and management opportunities.

WHAT ARE THE ENTRY REQUIREMENTS?

Learners must be at least 18 years old and hold a full Level 3 early years / childcare qualification.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
 01670 623688



Children and Young People's Workforce - Certificate at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you want to work in childcare then this Level 2 will suit you. If you work, or are about to work, in a supporting role e.g. as a nursery assistant or crèche worker then this is the right course for you. Working in a role caring for children is a demanding role. This course prepares you for working in various branches of children's care. You will develop the underpinning skills and knowledge for working in the sector as well as gaining practical experience. You will need employment or have a work based placement to complete this course.

HOW WILL I BE ASSESSED?

To achieve the certificate you must gain a minimum number of credits; some will be mandatory and others you can choose from an optional list depending on the work role you have. You will be internally and external assessed in the workplace with underpinning knowledge sessions in a classroom.

HOW CAN I PROGRESS?

You can progress into employment or to the Level 3 Diploma in the Children and Young People's Workforce.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or in an apprenticeship in a child care setting, or you will need to be undertaking a significant voluntary work placement throughout the course. You will need English and maths skills at Level 2 and IT skills will be useful for research and completing your portfolio.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
 01670 623688



Christmas Crafts

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Christmas Savouries and Sweets

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computerised Accounting for Business - Award at Level 1

WHO IS THIS COURSE FOR?

This course is open to anyone over the age of 16 who wishes to begin their studies in Computerised Bookkeeping.

WHAT IS INVOLVED IN THE COURSE?

Level 1 Award in Computerised Bookkeeping will give you an introduction to financial record keeping using computerised accounting software. It will also provide the basic skills to carry out day to day routines and activities. You will learn about the importance of maintaining accuracy, security and data integrity for computerised bookkeeping and accounting systems.

HOW WILL I BE ASSESSED?

While studying this qualification you will be taught in a classroom and you will build up a portfolio of evidence. Your Assessment is based on completing all mandatory units and completing one end examination.

HOW CAN I PROGRESS?

Once you have completed the level 1 Computerised Bookkeeping Award, you could progress to Level 1 Award in Computerised Accounting for Business or Level 2 Certificate in Applied Bookkeeping or Level 2 Award in Computerised Bookkeeping. Your career opportunities could start with owners of small businesses as this qualification covers keeping a single entry book manual keeping system and provides the underpinning knowledge of bookkeeping process.

WHAT ARE THE ENTRY REQUIREMENTS?

No formal entry requirements.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computing "Get Going" Basics - Award at Entry Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has some basic computing skills.

WHAT IS INVOLVED IN THE COURSE?

This Entry 3 course covers the basics of computing using Word, Internet and Email. The course content includes how to: switch the computer on; identify different parts of a computer; use the mouse, create a document, display and format text; insert a picture; browse the internet; locate information and print it; use a USB pen; send an email; reply to an email and print an email. This course provides an excellent start in getting to grips with a computer. It will help build confidence in a friendly and relaxed environment.

HOW WILL I BE ASSESSED?

This course is accredited through OCR and is assessed through you completing a portfolio of evidence. Your portfolio will cover three units of study and on completion will give you 9 credits.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computing for Improvers - ITQ at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has some basic computing skills.

WHAT IS INVOLVED IN THE COURSE?

This Level 1 course will equip you with the skills you need to carry out computing essentials and covers: IT Security (understanding viruses, system tools and relevant IT security laws); Computer Essentials/IT User Fundamentals (file management, understanding different types of files); Web Browsing & Communication/Using the Internet and Email (browsing the internet, locating information, sending and receiving emails, using address book, sending attachments).

HOW WILL I BE ASSESSED?

This course is accredited through OCR. There is an assessment at the end of each unit. There are 4 units to complete.

HOW CAN I PROGRESS?

You can progress to the ITQ at Level 2 and continue to follow the general IT User pathway. You could also look to adding specialist units in another level 1 pathway if you need a broader range of skills for your chosen area of work.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have an entry level qualification in computing or have some prior knowledge of keyboard and mouse skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computing for Improvers and Intermediate - ITQ Level 1 and 2 Combined

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has some basic computing skills.

WHAT IS INVOLVED IN THE COURSE?

This Level 1 and Level 2 course combined, gives you the fast track to your full ITQ. It will equip you with the skills you need to carry out computing essentials and covers: IT Security (understanding viruses, system tools and relevant IT security laws); Computer Essentials/IT User Fundamentals (file management, understanding different types of files); Web Browsing & Communication/Using the Internet and Email (browsing the internet, locating information, sending and receiving emails, using address book, sending attachments). The level 2 part of the course covers Word Processing (how to create and format documents, insert graphics, use mail merge); Spreadsheets (how to create and format spreadsheets, use formulae, insert graphs and charts); Presentations (how to create and format presentations, apply different themes, insert graphics, add animation).

HOW WILL I BE ASSESSED?

This course is accredited through OCR. There is an assessment at the end of each unit. There are 7 units to complete.

HOW CAN I PROGRESS?

You can progress to the ITQ at Level 3 and continue to follow the general IT User pathway. You could also look to adding specialist units if you need a broader range of skills for your chosen area of work.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have an entry level qualification in computing or have some prior knowledge of keyboard and mouse skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computing for Intermediate - ITQ at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has some basic computing skills.

WHAT IS INVOLVED IN THE COURSE?

This Level 2 course will equip you with the skills you need to use Microsoft Office applications and will cover: Word Processing (how to create and format documents, insert graphics, use mail merge); Spreadsheets (how to create and format spreadsheets, use formulae, insert graphs and charts); Presentations (how to create and format presentations, apply different themes, insert graphics, add animation).

HOW WILL I BE ASSESSED?

This course is accredited through OCR. There is an assessment at the end of each unit. There are 4 units to complete.

HOW CAN I PROGRESS?

You can progress to the ITQ at Level 3 and continue to follow the general IT User pathway. You could also look to adding specialist units if you need a broader range of skills for your chosen area of work.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have a level 1 qualification in computing or have previous knowledge of using software applications at level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Computing for Advanced - ITQ at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and you are likely to already have a level 2 computing qualification.

WHAT IS INVOLVED IN THE COURSE?

This course covers a range of modules to give you a thorough understanding of being a proficient end user of IT systems. There are a variety of modules available including: Word Processing (creating a document, formatting and manipulating text, inserting and working with tables, file management); Spreadsheets (creating a spreadsheet, formatting text and numbers, creating formulae); Desktop Publishing (creating a publication, inserting text and graphics, inserting columns, copy fitting text); Databases (creating a database, applying filters, searching for data, formatting data); PowerPoint (creating a presentation, inserting slides, animating text, inserting graphics, running a slide show); Imaging (manipulating images by changing size, contrast, brightness, resolution, using text boxes).

HOW WILL I BE ASSESSED?

This course is accredited through OCR and will involve testing for each unit.

HOW CAN I PROGRESS?

After completing your level 3 studies we would recommend you consider progressing into a BTEC National Diploma or HNC equivalent at college or you may wish to pursue a degree apprenticeship.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have a level 2 qualification in computing or have previous knowledge of using software applications at level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Confidence, Change & Cash - Preparing for Work and Universal Credit

WHO IS THIS COURSE FOR?

This course is ideal for unemployed adults who are aiming to get back into work.

WHAT IS INVOLVED IN THE COURSE?

The course covers aspects of personal development that will help you whilst you are unemployed and looking for work. It will focus on confident building activities and how to cope with change when you have lost your job or you are looking for work. It will focus on budgeting skills to cope on benefits until you return to work. For individuals who are moving from benefits like Employment Support Allowance to claiming Universal Credit, this will particularly help you make and manage the change.

HOW WILL I BE ASSESSED?

There is no formal assessment, but your progress will be monitored throughout the course to ensure you get the most out of it.

HOW CAN I PROGRESS?

You can also join our employability course "Living, Life and Employment Skills", attend our job clubs or start any vocational course that will help you train for a new trade or career.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements on this course.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Karen Wilkinson
Karen.Wilkinson@northumberland.gov.uk
07747 757 601



Construction Building Crafts - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in construction such as plastering, tiling, brickwork carpentry and decorating and wish to progress on a path trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to introduce you to working safely and helps you gain confidence in building craft construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. What modules are covered?

- Apply finishing materials
- Cut, lay and fix construction components
- Fix construction components
- Handle and store construction materials and components
- Mix construction materials
- Set out for construction components

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

Students generally progress onto the Level 1 Diploma in a specialised trade area such as brickwork, painting and decorating or carpentry. Many students also choose to progress to the Maintenance Operations Diploma to develop their skills, however direct entry to employment or an apprenticeship are also career paths. Typical starting salaries in this sector include: Bricklayer - £15,000, Carpenter - £13,000 and Painter and Decorator - £13,000.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Construction Maintenance - Diploma at Level 2

WHO IS THIS COURSE FOR?

These course are suitable for anyone 16 or over. The Level 2 Diplomas are designed to give you the professional competences to work on site as a tradesman when combined with an NVQ and a CSCS Card.

WHAT IS INVOLVED IN THE COURSE?

This course provides the opportunity for you to train as a multi-skilled operative, within three of the following disciplines:

Carpentry and Joinery
Painting and Decorating
Plumbing
Tiling
Plastering
Bricklaying

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Advanced Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Construction Multi Trade Activities - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in construction such as plastering, tiling, brickwork carpentry and decorating and wish to progress on a path trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to introduce you to working safely and helps you gain confidence in building craft construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. What modules are covered?

- Apply finishing materials
- Cut, lay and fix construction components
- Fix construction components
- Handle and store construction materials and components
- Mix construction materials
- Set out for construction components

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

Students generally progress onto the Level 1 Diploma in a specialised trade area such as brickwork, painting and decorating or carpentry. Many students also choose to progress to the Maintenance Operations Diploma to develop their skills, however direct entry to employment or an apprenticeship are also career paths. Typical starting salaries in this sector include: Bricklayer - £15,000, Carpenter - £13,000 and Painter and Decorator - £13,000.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Construction Multi Trade Activities - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in construction such as plastering, tiling, brickwork carpentry and decorating and wish to progress on a path trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to introduce you to working safely and helps you gain confidence in building craft construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. What modules are covered?

- Apply finishing materials
- Cut, lay and fix construction components
- Fix construction components
- Handle and store construction materials and components
- Mix construction materials
- Set out for construction components

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

Students generally progress onto the Level 1 Diploma in a specialised trade area such as brickwork, painting and decorating or carpentry. Many students also choose to progress to the Maintenance Operations Diploma to develop their skills, however direct entry to employment or an apprenticeship are also career paths. Typical starting salaries in this sector include: Bricklayer - £15,000, Carpenter - £13,000 and Painter and Decorator - £13,000.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Construction Multi Trade Activities - Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in construction such as plastering, tiling, brickwork carpentry and decorating and wish to progress on a path trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to introduce you to working safely and helps you gain confidence in building craft construction skills. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. What modules are covered?

- Apply finishing materials
- Cut, lay and fix construction components
- Fix construction components
- Handle and store construction materials and components
- Mix construction materials
- Set out for construction components

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

Students generally progress onto the Level 1 Diploma in a specialised trade area such as brickwork, painting and decorating or carpentry. Many students also choose to progress to the Maintenance Operations Diploma to develop their skills, however direct entry to employment or an apprenticeship are also career paths. Typical starting salaries in this sector include: Bricklayer - £15,000, Carpenter - £13,000 and Painter and Decorator - £13,000.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Construction Operations (General) - Diploma at Level 2

WHO IS THIS COURSE FOR?

These course are suitable for anyone 16 or over. The Level 2 Diplomas are designed to give you the professional competences to work on site as a tradesman when combined with an NVQ and a CSCS Card.

WHAT IS INVOLVED IN THE COURSE?

This course is for people who would like a career in the construction industry, construction operations and highways maintenance. This course covers safe working practices, building methods and construction technology, work area protection and safety, and project working like preparing sites and laying drainage systems, placing and finishing concrete.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Advanced Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Counselling Skills - Certificate at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

The course won't teach you to be a counsellor but will help you continue with further training to become one. It is designed specifically to train you in the basic counselling skills which may be used in employment and everyday life to assist in improving communication and supporting others. You will explore a range of counselling skills and the course allows you to put them into practice with other students in your group and introduces the 'Person Centred Approach' to help understand the application of counselling skills. This is an excellent opportunity to develop your personal awareness and extend your listening skills.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You could progress to the Level 3 Diploma in Counselling Skills. You could also consider some voluntary work where you would be working with and supporting a caseload of clients. This will help you to build your listening skills experience in preparation for higher studies.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, but you will benefit from having already completed the Level 1 Introduction to Basic Counselling. Please note that our counselling skills courses are not intended as a means of getting access to being counselled.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Counselling Skills - Diploma at Level 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 18 or over.

WHAT IS INVOLVED IN THE COURSE?

This qualification is intended for individuals who are working in health, social care and/or counselling related settings within the public, private and/or voluntary and community sector. It is designed specifically to train you in the counselling skills ready for employment or higher education in this field. You will explore a range of counselling skills and theories, working with clients in the setting where you are employed. The course is a continuation of exploring the practice of the 'Person Centred Approach' that was introduced at Level 2, and the application of counselling skills to real cases. You will explore key topics in counselling to cover different client issues, and look at deeper aspects to counselling theory and the counselling relationship.

HOW WILL I BE ASSESSED?

You will need to attend classroom sessions to develop your underpinning skills and knowledge. You'll be active in your workplace or placement, where you'll demonstrate the skills and knowledge you've learned either through assignments, by portfolio recording of evidence, or being observed in the workplace.

HOW CAN I PROGRESS?

This qualification could enhance job opportunities for you. You could also progress to the Level 5 practitioner counselling qualification (Foundation Degree in Counselling or Professional Diploma in Therapeutic Counselling or equivalent). Courses are available at Level 5 with local colleges.

WHAT ARE THE ENTRY REQUIREMENTS?

You must be 18 or older to undertake this course and you must have completed a Level 2 Certificate in Counselling (or equivalent). You will need to hold a level 2 qualification like a GCSE or Functional Skill in English and Maths. ICT skills would also be helpful for portfolio building. Please note that our counselling skills courses are not intended as a means of getting access to being counselled.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
 01670 623688



Counselling Skills for Beginners

WHO IS THIS COURSE FOR?

This course is suitable for anyone 19 or over. If you want to develop your counselling skills then this introductory course could be for you.

WHAT IS INVOLVED IN THE COURSE?

While the course is primarily theoretical, it also develops some awareness of the basic skills in counselling practice. You will get a good grounding in key topics in counselling, including its cultural and historical origins; different theoretical orientations; and the vital role of the counselling relationship. The course introduces a range of issues central to good counselling and is the foundation for higher level study.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You could progress to the Level 2 Certificate in Counselling Skills.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be 19 or over and have basic English and Maths skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Creative Writing

WHO IS THIS COURSE FOR?

This course is for learners aged 19 or over.

WHAT IS INVOLVED IN THE COURSE?

You will study different types of writing, how to express yourself and your ideas, redrafting and editing skills, critical and analytical skills.

HOW WILL I BE ASSESSED?

There is no external assessment on this course, but your progress will be measured. You will undertake independent creative writing projects and receive constructive feedback to help you develop.

HOW CAN I PROGRESS?

You could progress to GCSE or A Level studies in English Language or Literature. You can progress to Access to Higher Education Diploma.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have good English skills. You must have an aptitude for creative writing and a willingness to develop critical and analytical skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Crochet Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Curry Feast

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Cyber Security Basics

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore cyber security. This non-accredited course will help you understand types and sources of cyber attacks, detection, defence and protection from such attacks.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Cycle Maintenance - Certificate at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course builds on the skills gained at level 1 and will cover topics in more detail including the building, removal, refitting and repair of a bicycle. The qualification also includes the preparation and building of new bicycles. There is also the development of customer service skills for dealing with clients around their repair and maintenance needs.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You could also apply for an Apprenticeship as a Cycle Technician or gain employment in the role.

WHAT ARE THE ENTRY REQUIREMENTS?

You will have already completed the Level 1 Award in Cycle Maintenance or a similar qualification. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role. English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Cycle Repairs Workshop

WHO IS THIS COURSE FOR?

This course is suitable for anyone 19 or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This basic introduction to basic cycle repair will give you an insight into whether you want to become a cycle technician, repairing bikes and building them from scratch.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You will be able to progress to the Entry Level 3 or Level 1 Award in Cycle Mechanics. Eventually your studies could lead you to an apprenticeship or employment as a cycle mechanic or technician.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject. If you have a broken down bike you want to work on, then you can bring this to the centre for your course.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Digital Video, Film Making and Production

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This introduction to video/film making covers the creative process of video production, from the initial idea/concept through to a final edited production. The course is designed for anyone wishing to take their first step into video production. The learning is very hands-on and practical. Learners will create a narrative-based digital video production during the course including essential video camera training, understanding digital workflows, recording quality audio, and post production editing.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to more advanced training. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media studies and photography qualifications at Level 2 and 3, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have photography and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Discovering Google - Using Google Docs, Sheets, Slides and Drive

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore a range of free google products. This can help you get the best out of using a Chromebook or other devices. We'll take a look at the google versions of word processing, spreadsheets and presentation software. We'll show you effective cloud storage and the wonders of file sharing.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Dog Behaviour and Training - Level 1

WHO IS THIS COURSE FOR?

This course is open to anyone 19+.

WHAT IS INVOLVED IN THE COURSE?

This is a basic introduction to non-force animal training methods. The course is about educating ourselves about dogs and their behaviour. Non-force dog training helps us to develop our empathy and our understanding. You do not need to bring your dog to class.

HOW WILL I BE ASSESSED?

You will not be externally assessed on this course but your progress will be monitored to ensure you are getting the most out of your course.

HOW CAN I PROGRESS?

You can progress to the intermediate class at level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this class.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Dog Behaviour and Training - Level 2

WHO IS THIS COURSE FOR?

This course is open to anyone 19+.

WHAT IS INVOLVED IN THE COURSE?

This is an intermediate course to extend your knowledge and practice of non-force animal training methods. You do not need to bring your dog to class.

HOW WILL I BE ASSESSED?

You will not be externally assessed on this course but your progress will be monitored to ensure you are getting the most out of your course.

HOW CAN I PROGRESS?

You can progress to other animal welfare and handling courses at specialist provision like Kirkley Hall at Northumberland College.

WHAT ARE THE ENTRY REQUIREMENTS?

You need to have completed the beginners class.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Early Years Educator - Diploma at Level 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

The added responsibilities of working in childcare at a higher supervisory level will be covered in this course. If you wish to take lead responsibility for children's care you can work towards the higher knowledge and skills requirements, again specialising in one of the workforce pathways. You will need employment or a work based placement.

HOW WILL I BE ASSESSED?

To achieve the certificate you must gain a minimum number of credits; some will be mandatory and others you can choose from an optional list depending on the work role you have. You will be internally and external assessed in the workplace with underpinning knowledge sessions in a classroom. You will attend one of our centres to complete this course as it is based in a classroom. The course is internally and externally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress to the Level 4 Diploma in Leadership for Health and Social Care and Children and Young People's Services or a Foundation Degree at University.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or in an apprenticeship in a child care setting, or you will need to be undertaking a significant voluntary work placement throughout the course. You will need English and maths skills at Level 2 and IT skills will be useful for research and completing your portfolio.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
 01670 623688



Education and Training - Teacher Training Award at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This Level 3 qualification is for you if you are new to the lifelong learning sector, have little or no teaching experience and want to get a solid introduction to basic practical teaching skills and theory. You will cover roles, responsibilities and relationships, inclusive learning and teaching approaches, facilitate learning and development for groups or individuals and principles and practices of assessment.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the Level 4 Certificate in Education and Training.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or volunteering in a suitable work role where you will be able to teach learners against standards. English and maths skills are required and if you don't already have a Level 2 qualification in both subjects, we would recommend that you also enrol for functional skills courses. You will also need to already hold vocational certificates at Level 2 or 3 in the subject you wish to teach.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Education and Training - Teacher Training Certificate at Level 4

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

The Certificate is designed for those already in an associate teaching role, or intending to enter the profession in that role. The certificate is appropriate for teachers, tutors and trainers who may be working within an FE College, Adult and Community Learning or Private Learning Provider. The certificate consists of mandatory units plus optional units

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You may wish to progress to other higher education options in post 16 education and training or undertake a degree apprenticeship. There are a range of options which can include specialist support and developing expertise in delivering specific subjects. For example you may wish to be a maths specialist.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or volunteering in a suitable work role where you will be able to verify the assessment decisions and work of assessors who are looking at learners work. English and maths skills at Level 2 are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



English for Speakers of Other Languages

WHO IS THIS COURSE FOR?

For learners aged 16 or over who want to learn the basics of English.

WHAT IS INVOLVED IN THE COURSE?

This is a beginners course to get you started. You will learn to introduce yourself and use basic words, phrases, number and time in a range of settings.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams but we will be getting you ready to for qualification based English courses

HOW CAN I PROGRESS?

You can progress to qualifications in English for Speakers of other Languages: skills for life or skills for work.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Language (GCSE 9-1)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

The course is a one year programme. It covers three core themes across the year. 1 Explorations in creative reading and writing: You will study one literature / fiction text plus a range of descriptive or narrative writing. 2 Writers' viewpoints and perspectives: you will study non fiction texts and learn to write to express a view point. 3 Oral presentation: you will make a short presentation on a selected subject and answer questions and respond to feedback. For the award of the GCSE in English Language students must complete all three parts. You will need to attend regularly to be successful on this course.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018. The material in the exam will be unseen. There are two written exams and the remainder of the marks are from the non exam assessed pieces.

HOW CAN I PROGRESS?

You can progress to A Levels in English Language or Literature. Success at English GCSE is also the key to entrance on to many higher level courses or apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Language GCE A Level (2 yrs)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

The course is a one year programme. It covers three core themes across the year. 1 Explorations in creative reading and writing: You will study one literature / fiction text plus a range of descriptive or narrative writing. 2 Writers' viewpoints and perspectives: you will study non fiction texts and learn to write to express a view point. 3 Oral presentation: you will make a short presentation on a selected subject and answer questions and respond to feedback. For the award of the GCSE in English Language students must complete all three parts. You will need to attend regularly to be successful on this course.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018. The material in the exam will be unseen. There are two written exams and the remainder of the marks are from the non exam assessed pieces.

HOW CAN I PROGRESS?

You can progress to A Levels in English Language or Literature. Success at English GCSE is also the key to entrance on to many higher level courses or apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Language GCE AS Level (1 yr)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

The course is a one year programme. It covers three core themes across the year. 1 Explorations in creative reading and writing: You will study one literature / fiction text plus a range of descriptive or narrative writing. 2 Writers' viewpoints and perspectives: you will study non fiction texts and learn to write to express a view point. 3 Oral presentation: you will make a short presentation on a selected subject and answer questions and respond to feedback. For the award of the GCSE in English Language students must complete all three parts. You will need to attend regularly to be successful on this course.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018. The material in the exam will be unseen. There are two written exams and the remainder of the marks are from the non exam assessed pieces.

HOW CAN I PROGRESS?

You can progress to A Levels in English Language or Literature. Success at English GCSE is also the key to entrance on to many higher level courses or apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Literature (GCSE 9-1)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

The course is a one year programme. It covers Shakespeare, 19th century poetry, modern texts and poetry. You will need to attend regularly to be successful on this course.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018. The material in the exam will be unseen. There are two examinations.

HOW CAN I PROGRESS?

You can progress to A Levels in English Language or Literature. Success at English GCSE is also the key to entrance on to many higher level courses or apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Literature GCE A Level (2 yrs)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

These qualifications are linear. Linear means that students will sit all the AS exams at the end of their AS course and all the A-level exams at the end of their A-level course. The AS Subject content focusses on "Love through the ages: Shakespeare and poetry". You will study two texts: one Shakespeare play and one AQA anthology of love poetry through the ages (pre-1900 or post-1900). The A-level subject content includes the same unit, plus "Texts in shared contexts" and "Texts across time". The options include "WW1 and its aftermath" or "Modern times: literature from 1945 to the present day".

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018/19. Whether at the AS or A Level, learners will undertake assessments and exams with seen and unseen material.

HOW CAN I PROGRESS?

You can progress to university for higher level studies in this subject.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



English Literature GCE AS Level (1 yr)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

These qualifications are linear. Linear means that students will sit all the AS exams at the end of their AS course and all the A-level exams at the end of their A-level course. The AS Subject content focusses on "Love through the ages: Shakespeare and poetry". You will study two texts: one Shakespeare play and one AQA anthology of love poetry through the ages (pre-1900 or post-1900). The A-level subject content includes the same unit, plus "Texts in shared contexts" and "Texts across time". The options include "WW1 and its aftermath" or "Modern times: literature from 1945 to the present day".

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018/19. Whether at the AS or A Level, learners will undertake assessments and exams with seen and unseen material.

HOW CAN I PROGRESS?

You can progress to university for higher level studies in this subject.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



E-Safety & Safe Use of Social Media

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore e safety. This non-accredited course will help you understand the risks from your online footprint, how to protect yourself and make the best use of privacy settings for you and your family, and raise your awareness of current trends in social media that can impact on your e-safety.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Excel for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore spreadsheets. This non-accredited course will help you understand how to use Microsoft Excel with the emphasis of each session on building confidence through completing practical activities. It will cover how to create spreadsheets and understand the principles of cells and formula.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Family Cooking on a Budget

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Family Health and Well Being

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This short introductory course will look at physical, mental and emotional wellbeing in the family.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

If you love the idea of supporting people's health, care and learning and think you'd like to explore this as a career, we'd recommend choosing counselling, adult or childcare or education qualifications at Level 1 or 2 as your next step.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Fenestration Installation - Diploma at Level 2

WHO IS THIS COURSE FOR?

For people working as installers of glass systems including doors and windows, the NVQ Diplomas in Fenestration Installation is usually completed in the workplace, and demonstrates competency against the National Occupational Standards.

WHAT IS INVOLVED IN THE COURSE?

This qualification demonstrates competence against the National Occupational Standards for Fenestration Installation. At Level 2, you will learn about a variety of techniques used in the glazing industries, including conservatory installation, double glazing and window fitting.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Advanced Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Fenestration Installation - Diploma at Level 3

WHO IS THIS COURSE FOR?

For people working as installers of glass systems including doors and windows, the NVQ Diplomas in Fenestration Installation is usually completed in the workplace, and demonstrates competency against the National Occupational Standards.

WHAT IS INVOLVED IN THE COURSE?

This qualification demonstrates competence against the National Occupational Standards for Fenestration Installation. The Level 3 NVQ is for experienced installers wishing to gain additional expertise in their trade area, and also seeking to gain competence in supervisory and managerial activities.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

Your studies could lead you to an apprenticeship or employment. If you are planning to move into supervision you could benefit from the Level 3 Diploma in Occupational Work Supervision, specifically for the construction industry.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



First Clicks with your Computer

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for absolute beginners who may be terrified of a computer. We'll help you get started with the basics of turning on, getting going and navigating your way around. We'll give you the help you need to browse the internet, get an email account, and begin to produce documents using your PC.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners and those of you who are very nervous around computers.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Fitted Interiors - Diploma at Level 2

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course helps to prepare you to work safely and with confidence in the construction industry with a focus on fitted interiors like kitchens, bedrooms and bathrooms. You will work to recognised industrial standards and will gain the underpinning knowledge and skills to prepare you for a career in the industry. Students are required to wear protective overalls, toe protective footwear, a recommended basic tool kit and text book. You can also take a Health & Safety test. What modules are covered? Installing Fitted Furniture in the Workplace, General Health, Safety and Welfare in the Workplace, Productive Working Practices, Moving, Handling and Storing Resources, Installing Basic Plumbing.

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Food Hygiene - Award in Food Safety Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a short accredited course designed to progress your skills in food safety in catering environments. You will explore the intermediate skills involved in food storage, labelling, control and monitoring. It will provide you with a compliance certificate for working in the industry and will provide you with a basis for undertaking the supervisory certificate at Level 3

HOW WILL I BE ASSESSED?

There is a formal assessment with the course tutor at the end of the final session.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just working in the industry or are about to start in the industry and needs a compliance certificate for working in the kitchen or food handling roles.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



French - Advanced Conversation

WHO IS THIS COURSE FOR?

This course is for anyone 19 years or older

WHAT IS INVOLVED IN THE COURSE?

This is a conversation group which is designed for learners to advance their speaking skills in the language. You might be needing more advanced conversation skills for higher learning, social or business travel.

HOW WILL I BE ASSESSED?

There is no formal assessment on this course.

HOW CAN I PROGRESS?

You can progress to GCSEs or A Levels.

WHAT ARE THE ENTRY REQUIREMENTS?

You need to be at an intermediate level in the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



French Beginners - Award in Speaking and Listening Entry 3

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your speaking and listening skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



French GCSE (9-1)

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over who already have a basic knowledge of the language, wish to improve their skills and gain a recognised qualification.

WHAT IS INVOLVED IN THE COURSE?

You will study the following topics throughout the GCSE: relationships family and friends, education and future plans, holidays and travel, leisure and lifestyle, food and drink, local area and environment and celebrations.

HOW WILL I BE ASSESSED?

Speaking and writing are assessed through controlled assessment during the course. Listening and reading are assessed by an externally set exam at the end of the course. Final exams are held in May or June 2018. The graded results are issued in August.

HOW CAN I PROGRESS?

You could progress to a AS Level, the Access to Higher Education Diploma or you could use it to help you gain employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Students should have some knowledge of the language or they should already have completed a Level 1 or equivalent course. Learners must be able to attend regularly and complete the required controlled assessments.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



French Improvers - Award in Reading and Writing Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



French Improvers - Award in Speaking and Listening Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



French Intermediate - Award Speaking and Listening Level 2

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the third step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 2 "Reading and Writing" qualification or the GCSE in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the level 1 or an improvers course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Functional Skills in English - Join any time

WHO IS THIS COURSE FOR?

The course is open to anyone 16+. You can join this throughout the year.

WHAT IS INVOLVED IN THE COURSE?

NCFE Functional Skills qualifications are designed to provide you with the chance to gain useful, transferable skills in English, mathematics and ICT. They will help you function confidently, effectively and independently in your work and life in general. The English course covers reading, writing, speaking and listening skills. We welcome absolute beginners to those needing to brush up to gain a qualification. We have 5 levels of study. We will look at what is the best level for you and make sure you are in the right class. Group sizes are small and sessions are friendly and supportive.

HOW WILL I BE ASSESSED?

There are 4 short end assessments.

HOW CAN I PROGRESS?

You can progress through 5 levels of English and work towards your GCSE.

WHAT ARE THE ENTRY REQUIREMENTS?

You will complete some short exercises to decide which level class is best for you.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Functional Skills in Mathematics - Join any time

WHO IS THIS COURSE FOR?

The course is open to anyone 16+. You can join this throughout the year.

WHAT IS INVOLVED IN THE COURSE?

NCFE Functional Skills qualifications are designed to provide you with the chance to gain useful, transferable skills in English, mathematics and ICT. They will help you function confidently, effectively and independently in your work and life in general. The maths course covers absolute beginners to those needing to brush up to gain a qualification. We have 5 levels of study. We will look at what is the best level for you and make sure you are in the right class. Group sizes are small and sessions are friendly and supportive.

HOW WILL I BE ASSESSED?

There is one end assessment.

HOW CAN I PROGRESS?

You can progress through 5 levels of maths and work towards your GCSE.

WHAT ARE THE ENTRY REQUIREMENTS?

You will complete some short exercises to decide which level class is best for you.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



German Beginners - Award in Speaking and Listening Entry

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your speaking and listening skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



German for Beginners

WHO IS THIS COURSE FOR?

This course is for learners aged 19 or over who wish to have go at learning a new language from scratch.

WHAT IS INVOLVED IN THE COURSE?

This is a very short taster course to get you started. You will learn to introduce yourself and use some basic words and phrases.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

You can progress to the "Languages for Beginners" skills courses. You can start with the Entry Level 3 Award in Speaking and Listening in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



German GCSE (9-1)

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over who already have a basic knowledge of the language, wish to improve their skills and gain a recognised qualification.

WHAT IS INVOLVED IN THE COURSE?

You will study the following topics throughout the GCSE: relationships family and friends, education and future plans, holidays and travel, leisure and lifestyle, food and drink, local area and environment and celebrations.

HOW WILL I BE ASSESSED?

Speaking and writing are assessed through controlled assessment during the course. Listening and reading are assessed by an externally set exam at the end of the course. Final exams are held in May or June 2018. The graded results are issued in August.

HOW CAN I PROGRESS?

You could progress to a AS Level, the Access to Higher Education Diploma or you could use it to help you gain employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Students should have some knowledge of the language or they should already have completed a Level 1 or equivalent course. Learners must be able to attend regularly and complete the required controlled assessments.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



German Improvers - Award in Reading and Writing Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



German Improvers - Award in Speaking and Listening Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Get to Grips with Desktop Publishing

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore Desktop Publishing. This non-accredited course will help you understand how to use Microsoft Publisher with the emphasis of each session on building confidence through completing practical activities. It will cover how to create effective publications using a range of designs and resources.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Get to Grips with Digital Media and Social Networking

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has some basic computing skills.

WHAT IS INVOLVED IN THE COURSE?

This Entry 3 qualification covers basic digital literacy, covering a combination of IT user skills such as computer basics and online basics including how to browse websites and send emails. The course is the starting point for all the IT routes, general and specialised, at Level 1 and higher. If you don't have computing skills already, or you think you have big gaps in your skills, then this is the place to get you going.

HOW WILL I BE ASSESSED?

This course is accredited and is assessed through you completing online tests and assessed activities.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Get to Grips with your Android Device

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to become more confident in exploring an android device. This course will help you understand how to use your android tablet unlock its potential. The emphasis of each session will be on building confidence and having fun whilst completing practical activities. This non-accredited course is an excellent way of getting to grips with your tablet and use standard features; calendar, camera, applying settings and themes, explore different applications and manage your online security.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of IT Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Get to Grips with your Apple Device

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to become more confident in exploring an ipad or apple device. This course will help you understand how to use your ipad and unlock its potential. The emphasis of each session will be on building confidence and having fun whilst completing practical activities. This non-accredited course is an excellent way of getting to grips with your ipad and will cover how to: use the calendar; use the camera; change the background; apply themes; apply sound; customise and capture the screen; adapt the settings; explore different applications and add a contact.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of IT Awards and Certificates. You can continue to follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Glass Related Operations - Certificate at Level 2

WHO IS THIS COURSE FOR?

For people working as installers of glass systems including doors and windows, the NVQ Diplomas in Fenestration Installation is usually completed in the workplace, and demonstrates competency against the National Occupational Standards.

WHAT IS INVOLVED IN THE COURSE?

The Level 2 Certificate in Glass Related Operations is aimed at individuals wishing to gain knowledge of the basic requirements of working safely and effectively in a glass related working environment. Establishing underpinning knowledge and understanding relevant to the Glass Industry, this qualification is intended to be capable of delivery through both a taught programme of off the-job learning or through workplace assessment (for those with access to the real workplace). Along with a number of generic glass industry units the group of optional units ensures there is a specific unit to cover the individual occupational roles in the glass industry. Purpose: to meet relevant programmes of learning, to support a role in the workplace.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Advanced Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665

Glass Related Operations - Certificate at Level 3

WHO IS THIS COURSE FOR?

For people working as installers of glass systems including doors and windows, the NVQ Diplomas in Fenestration Installation is usually completed in the workplace, and demonstrates competency against the National Occupational Standards.

WHAT IS INVOLVED IN THE COURSE?

The Level 3 Certificate in Glass Related Operations is aimed at individuals wishing to gain knowledge of the requirements of working safely and effectively in a glass related working environment. Establishing underpinning knowledge and understanding relevant to the Glass Industry, this qualification is intended to be capable of delivery through both a taught programme of off the-job learning or through workplace assessment (for those with access to the real workplace). Along with a number of generic glass industry units the group of optional units ensures there is a specific unit to cover the individual occupational roles in the glass industry. Objectives include: to meet relevant programmes of learning, to support a role in the workplace.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed. Tests are based on demonstrating your knowledge across all areas of the qualification.

HOW CAN I PROGRESS?

Your studies could lead you to an apprenticeship or employment. If you are planning to move into supervision you could benefit from the Level 3 Diploma in Occupational Work Supervision, specifically for the construction industry.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need at least GCSE's at grade D to F. You need to have good manual dexterity, an ability to lift loads, and a willingness to work regularly in the outdoors. You should have already completed a relevant qualification at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
 01670 623665



Gluten Free Cookery

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Graphic Design with Digital Photography for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is ideal for learners who wish to undertake an introductory course in graphic design and have the added bonus of developing their digital photography skills. It will give you the underpinning knowledge of graphic design processes and principles. The course will help you to produce and present a project and your designs by exploring sources of ideas in graphic design and explore ideas, processes, materials and techniques to produce final pieces of work.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Certificates in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Hair and Beauty Sector - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in working in the beauty sector.

WHAT IS INVOLVED IN THE COURSE?

You will complete mandatory units on this course covering an introduction to the hair and beauty sector and presenting a professional image in the salon. You will also be required to complete a range of optional units to complete this qualification. You will be able to choose from units that cover areas such as make-up, hand care, nail art, colour, skin care, pedicure and manicure, salon duties, follow health and safety in the salon and working with others.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the level 1 diploma and increase the number of optional units to add to the breadth of your skills. You can also progress to the level 2 awards, certificates and diplomas. These will help you to qualify for working in the workplace and to deal with your clients safely and effectively.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge. You might also have completed an entry level award or have been taking part in non-accredited courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Hair and Beauty Sector - Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in working in the beauty sector.

WHAT IS INVOLVED IN THE COURSE?

You will complete mandatory units on this course covering an introduction to the hair and beauty sector and presenting a professional image in the salon. You will also be required to complete a range of optional units to complete this qualification. You will be able to choose from units that cover areas such as make-up, hand care, nail art, colour, skin care, pedicure and manicure, salon duties, follow health and safety in the salon and working with others.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the level 1 diploma and increase the number of optional units to add to the breadth of your skills. You can also progress to the level 2 awards, certificates and diplomas. These will help you to qualify for working in the workplace and to deal with your clients safely and effectively.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge. You might also have completed an entry level award or have been taking part in non-accredited courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Handmade Pizza and Pasta

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Health and Heritage Escorted Bike Ride with Bike 4 Health

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

These day events introduce you to safe riding skills and safe cycle routes, through cycling with an experienced cycling guide. You will meet at the designated point, and the guide will provide the cycle, helmet and any other essential gear for the day. You just need to pack lunch, drinks, and no doubt some wet weather gear. The rides will improve your health and wellbeing and introduce you to the history and heritage of Northumberland.

HOW WILL I BE ASSESSED?

There is no formal assessment on this course, but you will be asked to complete information on your goals for the day, what you have achieved and provide us with feedback on your experience.

HOW CAN I PROGRESS?

You can undertake formal qualifications at Level 1 and 2 in cycle mechanics. You can also train to be a heritage guide. You may simply wish to improve your overall health on an ongoing basis. There are a number of cycle groups in Northumberland you may wish to join.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Health and Safety Awareness for Working with Children - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you want to know more about Health and Safety, then this Level 1 qualification is ideal for all staff who need a basic overview of the main principles of health and safety. The course covers legal responsibilities, accidents, slips, trips and falls, protective clothing, fire, electricity, manual handling, work at height, safety signs and hazardous substances/COSHH.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

There is an opportunity to complete other level 1 courses such as our "awareness" courses e.g. mental health, sexual health awareness, substance misuse awareness.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Health and Safety in Construction - Award at Level 1 (CSCS Green Card)

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who needs their health and safety certificate and their Construction Skills Certification Scheme Card to be able to work on a construction site.

WHAT IS INVOLVED IN THE COURSE?

There are two parts to this course. You will first complete the CIEH qualifications at level 2 in health and safety. The course is based around health and safety in the construction industry. You will then be prepared for and you will take your end test for the CSCS card. You must be able to attend for 2 intensive weeks of study.

HOW WILL I BE ASSESSED?

You will be tested for both the Health and Safety and CSCS certificates. If you do not pass the Health and Safety test you will not be permitted to attempt the CSCS card test.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate fully in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Higher Level Teaching Assistant - Diploma at Level 4

WHO IS THIS COURSE FOR?

The Level 4 Certificate for Higher Level Teaching Assistants (RQF) is aimed at those learners currently working as a teaching assistant who wish to progress to Higher Level Teaching Assistant status.

WHAT IS INVOLVED IN THE COURSE?

To successfully achieve this qualification a learner must complete all seven mandatory units, achieving a total of 36 Credits. The Level 4 Certificate for Higher Level Teaching Assistants will provide learners with the knowledge and understanding when analysing and addressing the different challenges that classroom assistants are likely to encounter. Learners will also understand working with individuals and with small groups as well as gaining essential insight into supporting pupils with special educational needs (SEN).

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

On successful achievement of the Focus Awards Level 4 Certificate For Higher Level teaching Assistants (RQF) learners may wish to progress onto becoming a teacher. Qualifications could include the following: Level 3 Award in Education and Training, Level 4 Certificate in Education and Training, Level 5 Diploma in Education and Training.

WHAT ARE THE ENTRY REQUIREMENTS?

Learners are required to be working within a school as a teaching assistant.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



ICT Functional Skills Level 1

WHO IS THIS COURSE FOR?

This course is for anyone aged 16 or over who would like to develop their skills in using technology.

WHAT IS INVOLVED IN THE COURSE?

You will work independently using ICT systems to include text, tables, images, numbers, graphs and records in non-routine but familiar contexts. The course will also provide instruction on safe use of the internet and email.

HOW WILL I BE ASSESSED?

When you join a class, your teacher will assess your skills and you will work towards certification. Certification includes an independent classroom-based assessment.

HOW CAN I PROGRESS?

On successful completion of this course you can progress to employment and/or further learning opportunities. You may like to complete the full range of functional skills in English, maths and ICT or you might like to start a skills pathway and work towards qualifications that will help you to get into or progress at work.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course but on application you will be asked to undertake an assessment of your skills to determine the correct level for you. You will be asked to commit to this course, attend regularly and take the final assessment.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



ICT Functional Skills Level 2

WHO IS THIS COURSE FOR?

This course is for anyone aged 16 or over who would like to further develop their skills in using technology.

WHAT IS INVOLVED IN THE COURSE?

You will work independently to demonstrate a wide range of IT skills and techniques across several applications in a non routine and non familiar contexts.

HOW WILL I BE ASSESSED?

When you join a class, your teacher will assess your skills and you will work towards certification. Certification includes a independent classroom based assessment.

HOW CAN I PROGRESS?

After successful completion of this course, you could progress to a variety of courses. We would recommend the GCSE English to broaden your English skills. However you might want to concentrate on your maths and ICT skills if they are below level 2. You might like to start a skills pathway and work towards qualifications that will help you to get into or progress at work.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course but on application you will be asked to undertake an assessment of your skills to determine the correct level for you. You will be asked to commit to this course, attend regularly and take the final assessment.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Indian Head Massage

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over r.

WHAT IS INVOLVED IN THE COURSE?

This is the first step into the basics of Indian head massage, planning and carrying out a safe treatment. You will carry out treatments on fellow students.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments which will help you move towards accredited qualifications.

HOW CAN I PROGRESS?

You can progress to the level 1 awards, certificates and diplomas and begin the professional pathway to working in the hair and beauty sector. You can also progress to the level 2 awards, certificates and diplomas. These will help you to qualify for working in the workplace and to deal with your clients safely and effectively.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge. You might also have been taking part in non-accredited courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Introduction to Mentoring Others

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This short introductory course will look at mentoring and the principles of mentoring, how it links to coaching with team members.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

If you love the idea of supporting people's learning and think you'd like to explore this as a career, we'd recommend the Level 3 Award in Education and Training. You might also consider courses in counselling skills, care and supporting teaching and learning.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Introduction to Teaching Adults

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This short introductory course will look at the basic theory of teaching and assessing adults.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

If you love the idea of supporting people's learning and think you'd like to explore this as a career, we'd recommend the Level 3 Award in Education and Training. You might also consider courses in counselling skills, care and supporting teaching and learning.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Italian - Advanced Conversation

WHO IS THIS COURSE FOR?

This course is for anyone 19 years or older

WHAT IS INVOLVED IN THE COURSE?

This is a conversation group which is designed for learners to advance their speaking skills in the language. You might be needing more advanced conversation skills for higher learning, social or business travel.

HOW WILL I BE ASSESSED?

There is no formal assessment on this course.

HOW CAN I PROGRESS?

You can progress to GCSEs or A Levels.

WHAT ARE THE ENTRY REQUIREMENTS?

You need to be at an intermediate level in the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Italian Beginners - Award in Speaking and Listening Entry

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your speaking and listening skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Italian Improvers - Award in Reading and Writing Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Italian Improvers - Award in Speaking and Listening Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Italian Intermediate - Award in Reading and Writing Level 2

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the third step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the GCSE in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the level 1 or an improvers course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Italian Intermediate - Award in Speaking and Listening Level 2

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the third step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 2 "Reading and Writing" qualification or the GCSE in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the level 1 or an improvers course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Japanese Beginners

WHO IS THIS COURSE FOR?

This course is for learners aged 19 or over who wish to have go at learning a new language from scratch.

WHAT IS INVOLVED IN THE COURSE?

This is a very short taster course to get you started. You will learn to introduce yourself and use some basic words and phrases.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

You can progress to the "Languages for Beginners" skills courses. You can start with the Entry Level 3 Award in Speaking and Listening in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Japanese Beginners - Award in Speaking and Listening (Entry Level 3)

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your speaking and listening skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Job Club! - Join any time

WHO IS THIS COURSE FOR?

We welcome newly unemployed people, those who have been out of work for some time, parents who have been on a career break raising family, and those who want to apply for a new job but need some help. You do not need to be receiving work related benefits

WHAT IS INVOLVED IN THE COURSE?

The Job Clubs can be joined at any time, and you can attend them for as few or as many weeks as it takes to get you into work. The sessions have a range of structured activities to support you to develop the skills you need to find vacancies, make effective applications, CVs and cover letters. It will help you to communicate with prospective employers. You will also receive individual help in the sessions. You will get feedback on your applications and interviews, and the lecturer will help you to take this feedback to improve.

HOW WILL I BE ASSESSED?

There is no formal assessment, but your progress will be monitored throughout the course to ensure you get the most out of it.

HOW CAN I PROGRESS?

You can also join our employability course "Living, Life and Employment Skills" or start any vocational course that will help you train for a new trade or career.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements on this course.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Karen Wilkinson
Karen.Wilkinson@northumberland.gov.uk
07747 757 601



Joinery Skills for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in construction occupations.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Just Art!

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Keyboard Skills

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore speed keying. This non-accredited course will help you to get to grips with the principles of touch typing and increasing your speed and accuracy. It is ideal for people who have to process volumes of typed data quickly. It can also be useful for people whose sight is deteriorating as it will keep you independent to use keyboard technology by touch rather than sight.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Leadership and Management - Introduction to theory and practice

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This course introduces students to the roles and functions of managers. The content includes an introduction to organisations and the need for and nature of management. The course looks at the four functions of management: planning and decision making, organising, leading and motivating, and controlling. It will prepare you for starting formal management qualifications.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to team leading and management qualifications at Level 2 and 3. You will likely need to have a job role or volunteering with supervisory or management responsibilities when you start your formal qualifications.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Leading the Internal Quality Assurance of Assessment Practice - Certificate at Level 4

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

If you manage staff and lead a team of internal quality assurance staff, then this is the course for you. This qualification is intended for those who maintain the quality of assessment from within an organisation or assessment centre. It will give you the skills and practice to select appropriate samples of learner's work, undertake the required quality checks and critical analysis of assessment decisions, and verify claims to competence.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the Level 4 Certificate in Education and Training

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or volunteering in a suitable work role where you will be able to verify the assessment decisions and work of assessors who are looking at learners work. English and maths skills at Level 2 are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Lino Cut Printing

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Lip Reading

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 19 or over who want to learn to lip read.

WHAT IS INVOLVED IN THE COURSE?

You will learn how to lip-read sounds, words and phrases in this supportive class. You will learn about the shapes of the mouth, facial expressions and body language to help you effectively lip read. It is a mixed ability: some people will be just beginning and others will be at little further on. The class is very supportive and embraces the stages all learners are at.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

You can progress to intermediate groups after mastering the basics. The purpose of this course is to help you to stay independent and able to participate well in daily life. Once you have mastered the skills you may not need further training, but you might like to attend a local support group of other like minded people.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements. Carers / partners are also welcome to attend this course so that you are able to support the learner to improve outside of class.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Living, Life and Employment Skills

WHO IS THIS COURSE FOR?

This course is ideal for unemployed adults who are aiming to get back into work.

WHAT IS INVOLVED IN THE COURSE?

The course is an intensive suite of qualifications that cover life skills, employability skills and computing. It is designed to give you all the foundation skills for applying for work, preparing for interview, and for returning to work. You will build your IT, English and maths skills which are built around practical activities to help you develop CVs and applications, present yourself effectively, improve your communication skills and performance in interviews, and to budget effectively whilst you look for work.

HOW WILL I BE ASSESSED?

You will produce a portfolio of evidence in class from lecturer led activities for a range of qualifications: NCFE Entry Level or Level 1 Certificate in Employability Skills, OCR Entry Level 3 Award in Using ICT, OCR Entry Level or Level 1 Certificate in Life and Living Skills. You will be supported to do this in class time. The portfolio will be externally assessed. This is a great course for building your CV quickly with a range of up to date qualifications.

HOW CAN I PROGRESS?

You can also attend our job clubs or start any vocational course that will help you train for a new trade or career.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements on this course.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Karen Wilkinson
Karen.Wilkinson@northumberland.gov.uk
07747 757 601



Management - BTEC Diploma at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over. Those employed in a management role who wish to further develop their skills and knowledge.

WHAT IS INVOLVED IN THE COURSE?

This is for you if you are entering a management role or who wish to gain a qualification that formally recognises your skills. You need to be managing a team and be responsible for its performance. Alternatively, you might be a middle manager who has a wider managerial role, which could include recruitment and budgetary responsibilities.

HOW WILL I BE ASSESSED?

You will be assessed in your workplace and produce a portfolio of evidence to confirm your competence. Portfolios can be paper based or electronic. A series of off the job workshops will support your learning towards successful completion.

HOW CAN I PROGRESS?

Upon completion of the Level 3 Certificate, you may decide to pursue the Level 5 Diploma in Management

WHAT ARE THE ENTRY REQUIREMENTS?

To undertake this qualification you need to be working in a management role with a significant range of responsibilities for the management of procedures, process, budgets or staff.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Manga Drawing and Comic Drawing

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course focusses on developing your stylised drawing skills for manga and cartoons. You will learn about the different drawing styles, how to characterise your drawings and develop the techniques for an excellent finish and effects. You will work through lecturer led activities and your own projects and ideas. You'll receive hands-on practice working with basic techniques to get the most out of your experience. This course goes well with the Animation for Beginners course which will develop your digital skills to bring your drawings to life.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to an intermediate course. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media and creative studies and photography qualifications at Level 1 and 2, all of which are designed for preparing you for work in this area. Alternatively you deepen your skills with an intermediate course.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have some drawing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Manual & Computerised Bookkeeping - Award at Level 1

WHO IS THIS COURSE FOR?

This course is open to anyone over the age of 16 who wishes to begin their studies in Computerised Bookkeeping.

WHAT IS INVOLVED IN THE COURSE?

Level 1 Award in Computerised Bookkeeping will give you an introduction to financial record keeping using computerised accounting software. It will also provide the basic skills to carry out day to day routines and activities. You will learn about the importance of maintaining accuracy, security and data integrity for computerised bookkeeping and accounting systems.

HOW WILL I BE ASSESSED?

While studying this qualification you will be taught in a classroom and you will build up a portfolio of evidence. Your Assessment is based on completing all mandatory units and completing one end examination.

HOW CAN I PROGRESS?

Once you have completed the level 1 Computerised Bookkeeping Award, you could progress to Level 1 Award in Computerised Accounting for Business or Level 2 Certificate in Applied Bookkeeping or Level 2 Award in Computerised Bookkeeping. Your career opportunities could start with owners of small businesses as this qualification covers keeping a single entry book manual keeping system and provides the underpinning knowledge of bookkeeping process.

WHAT ARE THE ENTRY REQUIREMENTS?

No Formal entry requirements.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mastering Excel

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore spreadsheets at a more advanced level using Microsoft Excel. It will cover advanced formula, pivot tables, add-ons, macros and analysing data.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

You must have completed a course in spreadsheets before, and we would recommend that it was based on Microsoft Excel.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mastering PowerPoint

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore presentations at a more advanced level using Microsoft PowerPoint. It will cover advanced presentations, timings and rehearsal, embedding sound, film and objects, and using special effects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

You must have completed a course in presentations before, and we would recommend that it was based on Microsoft PowerPoint.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mastering Word

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

Our Mastering Microsoft Word course is suitable for those with a sound working knowledge of Word who wish to progress to the most complicated functions and features. At the end of this Word course you will have an understanding of the higher functions of Word. You will be able to perform the most advanced functions, including merging your documents with databases for mail-shots and producing well-defined forms. You will learn how to work with extremely large documents and manage repetitive functions.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

You must have completed a course in MS Word before.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mathematics GCE A Level (2 yrs)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

This qualification is linear. Linear means that students will sit all their exams at the end of the course. The core content includes mathematical argument, language and proof, problem solving and mathematical modelling. Units of study include the following, depending on whether you study at AS level or A Level: Algebra and functions, Geometry, Sequences and Series, Trigonometry, Exponentials and logarithms, Differentiation, Integration, Numerical methods, Vectors, Statistics, Data presentation and interpretation, Probability, Quantities and units in mechanics, Kinematics, Forces and Newton's laws and Moments.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018/19. Whether at the AS or A Level, learners will undertake written exams using a range of questioning styles.

HOW CAN I PROGRESS?

You can progress to university for higher level studies in this subject.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Mathematics GCE AS Level (1 yr)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

This qualification is linear. Linear means that students will sit all their exams at the end of the course. The core content includes mathematical argument, language and proof, problem solving and mathematical modelling. Units of study include the following, depending on whether you study at AS level or A Level: Algebra and functions, Geometry, Sequences and Series, Trigonometry, Exponentials and logarithms, Differentiation, Integration, Numerical methods, Vectors, Statistics, Data presentation and interpretation, Probability, Quantities and units in mechanics, Kinematics, Forces and Newton's laws and Moments.

HOW WILL I BE ASSESSED?

There is an end of year examination in May / June 2018/19. Whether at the AS or A Level, learners will undertake written exams using a range of questioning styles.

HOW CAN I PROGRESS?

You can progress to university for higher level studies in this subject.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Mathematics GCSE (9-1)

WHO IS THIS COURSE FOR?

The course is open to anyone 16+

WHAT IS INVOLVED IN THE COURSE?

This is a one year programme. The subject content includes modules on number, algebra, ratio, proportion and rates of change, geometry and measures, probability and statistics.

HOW WILL I BE ASSESSED?

GCSE Mathematics has a Foundation tier (grades 1 – 5) and a Higher tier (grades 4 – 9). Students must take three question papers at the same tier. All question papers must be taken in the same series.

HOW CAN I PROGRESS?

You can progress to A Levels in Mathematics. Success at Maths GCSE is also the key to entrance on to many higher level courses or apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to complete a short assessment to ensure you are ready for the GCSE. If you are not quite ready we would recommend starting a functional skills course first.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Maths for beginners for Speakers of Other Languages

WHO IS THIS COURSE FOR?

For learners aged 16 or over whose first language is not English, but struggle with maths.

WHAT IS INVOLVED IN THE COURSE?

This is a beginners course to get you started. You will learn basic mathematics with the support of a lecturer who can support your English needs.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams but we will be getting you ready to for qualification based maths courses

HOW CAN I PROGRESS?

You can progress to qualifications functional skills qualifications in Mathematics. You might also benefit from attending the English for Speakers of other Languages courses.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Medical Word Processing

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. Great for anyone wanting to work as medical secretaries, ward clerks, medical receptionists, medical summarisers or medical admin assistants and many more roles. Whether applying for a job or honing yo

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore the specifics of medical word processing. This non-accredited course will help you to develop the knowledge and skills to accurately produce routine professional documents for the medical environment. You will learn how to interpret relevant information and use a range of word processing techniques to edit, format and print a range of standard documents that are common in a medical environment. You will also use mail merge functions to combine information from a data file and produce standard letters. They will also learn the importance of proofreading and how to use appropriate checking methods to produce accurate documents.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

Some text processing and computing skills are essential for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mental Health Awareness - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This qualification will show you how to raise your awareness of mental health and mental health issues. You will complete a workbook during the session covering issues surrounding mental health. This is a classroom based course with evidence provided in the workbooks provided.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

This award is ideal to support your studies in a variety of adult, childcare or school settings at level 1 or level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Mental Health Awareness - Certificate at Level 2

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This qualification will show you how to raise your awareness of mental health and mental health issues. You will complete a workbook during the session covering issues surrounding mental health. This is a classroom based course with evidence provided in the workbooks provided.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

This award is ideal to support your studies in a variety of adult, childcare or school settings at level 1 or level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Microsoft Office - Using Word, Excel & PowerPoint

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to explore a range of standard Microsoft products. We'll take a look at the MS versions of word processing, spreadsheets and presentation software and help you to be able to use the basic and shared functions of all three products.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Mixed Media Art Beginners - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in a range of crafts and media. You will explore a range of drawing, painting and craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will explore a range of media, and different approaches to using colour, perspective, composition and viewpoints. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Mixed Media Art Intermediate - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to deepen your creativity in your chosen craft to an intermediate level. You will be provided with a structured course to develop your skills further, building on what you studied at level 1. You will continue with lecturer led activities and your own projects. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 3 Certificate in Creative Craft, or you could start the GCSE or A Level in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Nail Art - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in working in the beauty sector. You are likely to have completed a non accredited course before to help you to prepare for this course, but you can use this as a starting point too

WHAT IS INVOLVED IN THE COURSE?

It will give you the core skills you will need for being able to prepare for nail art treatment, preparing and consulting with the client, carry out a nail and skin analysis, select products, tools and equipment, identify nail conditions, carry out the treatment safely and effectively and record the treatment carried out, and be able to follow health and safety working practices.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to other level 1 qualifications to widen your skills in the health and beauty sector.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge. You might also have been taking part in other non-accredited courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Nail Art Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

You will complete a basic introduction into nail art, gel nails and embellishments and be able to carry out the basic skills on others, following sound health and safety practices.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore the skill further you can progress to the Level 1 Award . If you are considering working in the health and beauty sector as a professional therapist, we would recommend starting with the Level 1 Certificate in the Hair and Beauty Sectors which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hair and beauty industry and have no previous skills or knowledge. You might also have been taking part in other non-accredited courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Naughty but Nice Sweet Treats

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Occupational Work Supervision in Construction - Diploma at

WHO IS THIS COURSE FOR?

The competence-based qualification is aimed at experienced workers in technical, supervisory and management roles (Construction Technical, Supervision and Management and related roles), seeking to develop their competence and improve their skills and know how to take on leadership roles in the industry.

WHAT IS INVOLVED IN THE COURSE?

The general aims of the Diploma are to:

- consolidate candidates in careers in the construction sector
- provide knowledge and skills which are directly relevant to supervisory roles in construction
- enable you to make an immediate contribution in employment in the construction environment you are training in, at the same time as being employed
- provide opportunities for progression within the QCF
- form a component part of the Advanced Level Apprenticeship in Occupational Work Supervision

HOW WILL I BE ASSESSED?

For all units, assessment is based primarily on practical activities. Learners' knowledge and understanding will be assessed through practical assignments and question-based activities in the training environment.

HOW CAN I PROGRESS?

These qualifications can lead to employment within the construction industry, particularly through Level 3 Apprenticeships, for example as a Work Supervisor. Duties for this type of role can include working on a construction site or in domestic and commercial premises, co-ordinating and organising work operations, managing work activities, confirming the occupational method of work, managing health and safety and developing good working relationships. After achieving the qualification and gaining suitable vocational experience, learners could pursue progression to NVQ awards at Levels 4 and 6 in Construction Contracting Operations or Construction Site Management. Success in this qualification could also give access to an HNC or HND qualification, or a Foundation Degree in an appropriate discipline such as, for example, Construction and the Built Environment, Civil Engineering and Construction Management Conservation and Restoration.

WHAT ARE THE ENTRY REQUIREMENTS?

You will likely have already achieved your trade diploma at level 2 and will be seeking to move into supervisory roles.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Paediatric First Aid

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you work in childcare this is a must have course. The award has been developed to meet the first aid training requirements for Ofsted-regulated child-care settings. The CIEH Level 2 Award in Paediatric First Aid is primarily aimed at those working in child-care settings, but it will also be useful for anyone with a responsibility for caring for infants and children.

HOW WILL I BE ASSESSED?

You will complete assessments with the trainer during the course.

HOW CAN I PROGRESS?

This certificate lasts for 3 years and you will wish to renew this and keep your skills up to date whilst working in the sector. If you haven't yet explored formal childcare qualifications you might like to look at the Level 1 Award in Working with Children or the Level 2 Certificate in the Children and Young People's Workforce.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Painting and Decorating - Certificate at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

Painters and decorators use paint varnishes and wallpaper to decorate rooms on domestic jobs and apply more complex finishes including Artex, rag-rolling graining and marbling. On industrial jobs painters work on structures and use abrasive blasting methods to remove old coatings and apply new ones. This is the first stage to begin specialising as a Painter and Decorator. You will study units including:

- safe working practices,
- prepare surfaces for decoration,
- apply paint systems by brush and roller,
- apply foundation and plain papers and
- produce specialist decorative finishes

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 2, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665

Painting and Decorating - Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

Painters and decorators use paint varnishes and wallpaper to decorate rooms on domestic jobs and apply more complex finishes including Artex, rag-rolling graining and marbling. On industrial jobs painters work on structures and use abrasive blasting methods to remove old coatings and apply new ones. This is the first stage to begin specialising as a Painter and Decorator. You will study units including:

- safe working practices,
- prepare surfaces for decoration,
- apply paint systems by brush and roller,
- apply foundation and plain papers and
- produce specialist decorative finishes

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 2, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Painting and Decorating - Diploma at Level 2

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

Painters and decorators use paint varnishes and wallpaper to decorate rooms on domestic jobs and apply more complex finishes including Artex, rag-rolling graining and marbling. On industrial jobs painters work on structures and use abrasive blasting methods to remove old coatings and apply new ones. This is the first stage to begin specialising as a Painter and Decorator. You will study units including:

- safe working practices,
- prepare surfaces for decoration,
- apply paint systems by brush and roller,
- apply foundation and plain papers and
- produce specialist decorative finishes

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Painting and Decorating for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in construction occupations.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Painting and Drawing - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. This course provides a structured introduction to the skills of drawing using a wide range of media and methods. You will explore a range of drawing media, and different approaches to using colour, perspective, composition and viewpoints. You will draw a range of different subjects throughout the course. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Painting and Drawing - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to deepen your creativity in your chosen craft to an intermediate level. You will be provided with a structured course to develop your skills further, building on what you studied at level 1. You will continue with lecturer led activities and your own projects. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 3 Certificate in Creative Craft, or you could start the GCSE or A Level in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Patchwork and Quilting - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original patchwork items in your chosen craft. You will be provided with some of the tools and materials for this course and access to sewing machines, but you will need to provide your own material for your chosen project.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Pencil Drawing - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. This course provides a structured introduction to the skills of pencil drawing. You will explore different approaches to style, colour, perspective, composition and viewpoints. You will draw a range of different subjects throughout the course. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Perfecting cooking fish

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Perfecting cooking meat and game

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Philosophy - GCE AS Level

WHO IS THIS COURSE FOR?

This is open to anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

This qualification is linear. Linear means that students will sit all their exams at the end of the course. The subject content is over four modules: 1. Epistemology 2. Moral philosophy 3. Metaphysics of God 4. Metaphysics of mind

HOW WILL I BE ASSESSED?

The course is assessed by external exam in May /June 2018. There are two papers to complete.

HOW CAN I PROGRESS?

You may wish to progress to higher level studies at University or undertake the Access to Higher Education Diploma.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no specific entry requirements for this course but you must have a passion for the subject. You should be able to study at least level 2 in the past. You must commit to attending regularly to be successful on this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Photography Advanced - Certificate at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over who has completed level 2 awards or certificates or has intermediate experience in this area.

WHAT IS INVOLVED IN THE COURSE?

You will gain an advanced knowledge and understanding of the techniques and processes used in digital photography. You will complete formally assessed units by both your tutor and NCFE. This will include Print and Present a Portfolio of Photographs, Use Camera Techniques to Creatively Control Visual Outcomes, and some optional units on Documentary, Studio, Experimental, Location or Portrait Photography. You will produce a portfolio of work to include coursework notes, evaluations and images.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

This programme can help you build your portfolio of skills for higher level learning like a foundation or honours degree of creative apprenticeship.

WHAT ARE THE ENTRY REQUIREMENTS?

You will already have completed a level 2 qualification or significant prior experience.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Photography Beginners - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

If you love taking photographs, this could be a perfect for you. In this course you will develop your technical skills and artistic ideas. You will take images of people, products, places or events. You will develop an understanding of basic photography processes. You will complete 3 units which will be formally assessed. This will include "Use the camera and accessories to create images", "Understand and apply image production skills" and "Produce and evaluate a range of photographic images". You will produce a portfolio of work to include coursework notes, evaluations and images.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress to the Level 2 Certificate in Photography.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Photography Intermediate - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over who has completed level 1 awards or certificates or has some experience in this area.

WHAT IS INVOLVED IN THE COURSE?

You can start this course if you have already completed Level 1 certificate or have experience. You will gain a good level of knowledge and understanding of the techniques and processes used in either digital or film photography. You will complete 3 units which will be formally assessed by both your tutor and NCFE. This will include "Explore photographic equipment, techniques, materials and resources", "Develop and adapt photographic ideas creatively" and "Produce and evaluate photographic images". You will produce a portfolio of work to include coursework notes, evaluations and images.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

This programme can help you build your portfolio of skills for higher level learning. It may lead to a GCSE in Art and Design or Photography.

WHAT ARE THE ENTRY REQUIREMENTS?

You will already have completed a level 1 qualification in design or craft, or you will have a strong interest and some experience in the creative subject

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Piece of Cake - Cake Making for Cake Decorating

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Plastering for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in construction occupations.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Play with Purpose

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course is designed to introduce you to the principles of purposeful play and help children engage better with the world around them through their play activities. It is through play that they develop social skills, imagination and creativity and become stronger, healthier and more confident. Play gives children who have suffered trauma or who live in difficult situations the opportunity to escape and develop stamina and positive thinking. This session is great for people who are leading play activities, voluntarily or through their work.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You could progress to a Level 1 Award in Working with Children to prepare you to train into a specialist role like play work. There is also an opportunity to complete other level 1 courses such as our "awareness" courses e.g. mental health, sexual health awareness, substance misuse awareness.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Plumbing Skills for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in construction occupations.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Portrait Painting Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. You will explore a range of craft techniques and develop your design skills.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to the Creative Craft qualifications at level 1 and 2, or you can start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Portuguese Beginners

WHO IS THIS COURSE FOR?

This course is for learners aged 19 or over who wish to have go at learning a new language from scratch.

WHAT IS INVOLVED IN THE COURSE?

This is a very short taster course to get you started. You will learn to introduce yourself and use some basic words and phrases.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

You can progress to the "Languages for Beginners" skills courses. You can start with the Entry Level 3 Award in Speaking and Listening in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Pottery for Beginners - Hand building and Sculpture - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with all of the tools and materials for this course. The price includes firing costs of items made in class.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



PowerPoint for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to begin to explore putting basic presentations together using Microsoft PowerPoint. It will cover the basics of designing, editing and playing presentations.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Pre Access to Higher Education Diploma in Health- Level 2

WHO IS THIS COURSE FOR?

This course is for anyone who is 16+.

WHAT IS INVOLVED IN THE COURSE?

The purpose of this course is to help you to reach the required standard for progressing to the Access to Higher Education Diploma, and eventual entrance to university. The course is ideal if you have not achieved 5 good GCSE passes or equivalent in the past: particularly in maths and English. It will also help improve your study, thinking and critical study skills and help you to prepare to write academically. It will give you the underpinning health knowledge ready for the challenges of higher level study.

HOW WILL I BE ASSESSED?

You will develop a portfolio of assignments and work that will be externally assessed.

HOW CAN I PROGRESS?

You will be prepared to progress to the Access to Higher Education Diploma.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to demonstrate that you have been working at GCSE level or equivalent, although you might not have achieved the grades you were hoping for.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Professional Cookery - Diploma at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in professional cooking and becoming a chef.

WHAT IS INVOLVED IN THE COURSE?

This course will suit you if you are new to the industry. It covers practical activities and knowledge on food safety in catering, healthier food and special diets, introduction to kitchen equipment, preparing and cooking food through a range of methods including stewing and braising, baking, roasting and grilling, deep frying and shallow frying, boiling, poaching and steaming: an all round introduction to workplace skills.

HOW WILL I BE ASSESSED?

You will be required to complete a number of assignments and end tests to show your attainment of practical skills and underpinning knowledge. You will need to produce a portfolio of evidence which will be externally assessed.

HOW CAN I PROGRESS?

If you are considering working in the catering industry sector as a professional, we would recommend progressing to the Level 2 Diploma in Professional Cookery.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, but basic maths and English skills are an advantage. If you need help with maths or English, we can provide you with support.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Professional Cookery - NVQ Diploma at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has an interest in professional cooking and becoming a chef.

WHAT IS INVOLVED IN THE COURSE?

This course will suit you if you have some basic skills or experience in a kitchen working under the Chef's supervision. You'll complete a practical and knowledge course that includes understanding the catering and hospitality industry, health and safety, healthier foods and special diets, preparing and cooking a wide range of items including: stocks, soups and sauces, meat, fish and poultry, bakery products and desserts.

HOW WILL I BE ASSESSED?

You will be required to complete a number of assignments and end tests to show your attainment of practical skills and underpinning knowledge. You will need to produce a portfolio of evidence which will be externally assessed.

HOW CAN I PROGRESS?

If you are considering working in the catering industry sector as a lead chef or similar, we would recommend progressing to the Level 3 Diploma in Professional Cookery.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need level 1 qualifications or sufficient experience of cooking or working in this area to undertake this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Professional Cookery - NVQ Diploma at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over and has completed the level 2 Diploma in Professional Cookery

WHAT IS INVOLVED IN THE COURSE?

You can start at this level if you've worked as a chef or have completed the level 2. It is ideal if you want to develop your skills further, perhaps to work as a senior chef . You'll complete a practical and knowledge based course that includes areas like: supervising food safety, gastronomy and food culture, sourcing produce and advanced skills and techniques in producing fish, meat, vegetable and dessert dishes and decorative products.

HOW WILL I BE ASSESSED?

You will be required to complete a number of assignments to show your attainment of practical skills and underpinning knowledge.

HOW CAN I PROGRESS?

The next step will be employment, level 4 studies or higher apprenticeship.

WHAT ARE THE ENTRY REQUIREMENTS?

You can start at this level if you've worked as a chef or have completed the level 2.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Proper Pastry and Pies

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Psychology - GCE A Level

WHO IS THIS COURSE FOR?

This is open to anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

These qualifications are linear. Linear means that students will sit all the AS exams at the end of their AS course and all the A-level exams at the end of their A-level course. The subject content includes the following modules;

- 1 Social influence
- 2 Memory
- 3 Attachment
- 4 Approaches in Psychology
- 5 Psychopathology
- 6 Research methods

HOW WILL I BE ASSESSED?

The course is assessed by external exam in May /June 2018. There are two papers to complete.

HOW CAN I PROGRESS?

You may wish to progress to higher level studies at University or undertake the Access to Higher Education Diploma.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no specific entry requirements for this course but you must have a passion for the subject. You should be able to study at least level 2 in the past. You must commit to attending regularly to be successful on this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942

Psychology - GCE AS Level

WHO IS THIS COURSE FOR?

This is open to anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

These qualifications are linear. Linear means that students will sit all the AS exams at the end of their AS course and all the A-level exams at the end of their A-level course. The subject content includes the following modules;

- 1 Social influence
- 2 Memory
- 3 Attachment
- 4 Approaches in Psychology
- 5 Psychopathology
- 6 Research methods

HOW WILL I BE ASSESSED?

The course is assessed by external exam in May /June 2018. There are two papers to complete.

HOW CAN I PROGRESS?

You may wish to progress to higher level studies at University or undertake the Access to Higher Education Diploma.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no specific entry requirements for this course but you must have a passion for the subject. You should be able to study at least level 2 in the past. You must commit to attending regularly to be successful on this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Psychology - GCSE

WHO IS THIS COURSE FOR?

This is open to anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

This qualification is linear. Linear means that students will sit all their exams at the end of the course. The subject content includes the following:

Cognition and behaviour

1. Memory
2. Perception
3. Development
4. Research methods

Social context and behaviour

1. Social influence
2. Language, thought and communication
3. Brain and neuropsychology
4. Psychological problems

HOW WILL I BE ASSESSED?

The course is assessed by external exam in May /June 2018. There are two papers to complete.

HOW CAN I PROGRESS?

You may wish to progress to higher level studies at AS or A Level or undertake the Access to Higher Education Diploma and aim for university.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no specific entry requirements for this course but you must have a passion for the subject. You should be able to study at least level 1 in the past. You must commit to attending regularly to be successful on this course.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Retail Skills for Beginners

WHO IS THIS COURSE FOR?

This course is for anyone 19 years or older

WHAT IS INVOLVED IN THE COURSE?

This is a non accredited course to help you prepare for formal qualifications and work in retail. Retail workers need attention to detail, whether it is making sure a customer receives exact change or the goods are on display perfectly. They need business awareness, communication skills, IT skills and literacy and numeracy to deliver the customer service promise. We'll be covering all the basics and helping you prepare to study at a higher level or apply for work in this field.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates in retail and customer service at Level 1 and 2. You can aim towards level 3 qualifications in retail management and you can specialise in different aspects of retail, from stock management to window dressing.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Safeguarding in a Learning Environment - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over for anyone wishing to know about safeguarding, prevent, e-safety and how to manage the internet in a safe manner.

WHAT IS INVOLVED IN THE COURSE?

You will learn through suitable knowledge, guidance, support and understanding that everyone has the right to learn, to be safe and to be respected. You will be able know that you are being provided with a safe and secure learning environment that promotes health and well-being. This will enable you and your colleagues to take responsibility for their own and other's safety and be able to enjoy learning and progress in their lives.

HOW WILL I BE ASSESSED?

This qualification consists of one mandatory unit and 6 optional units. To be awarded the qualification, candidates must successfully complete the one mandatory unit (Understanding the need for safeguarding in a learning environment) and achieve at least 3 credits from the optional units. You will attend one of our centres to complete this course as it is based in a classroom. The course is internally assessed. A portfolio of evidence will be developed.

HOW CAN I PROGRESS?

You can progress to the Level 2 Award in Support Work in Schools or the Level 2 Certificate in Supporting Teaching and Learning in Schools.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Science GCSE

WHO IS THIS COURSE FOR?

This is open to anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

This qualification is linear. Linear means that students will sit all their exams at the end of the course. The subject content includes: Biology, Chemistry and Physics. This includes a range of units from the following:

- | | |
|---|------------------------------------|
| 1. Cell biology | 14. Organic chemistry |
| 2. Organisation | 15. Chemical analysis |
| 3. Infection and response | 16. Chemistry of the atmosphere |
| 4. Bioenergetics | 17. Using resources |
| 5. Homeostasis and response | 18. Energy |
| 6. Inheritance, variation and evolution | 19. Electricity |
| 7. Ecology | 20. Particle model of matter |
| 8. Atomic structure and the periodic table | 21. Atomic structure |
| 9. Bonding, structure, and the properties of matter | 22. Forces |
| 10. Quantitative chemistry | 23. Waves |
| 11. Chemical changes | 24. Magnetism and electromagnetism |
| 12. Energy changes | |
| 13. The rate and extent of chemical change | |

HOW WILL I BE ASSESSED?

The course is assessed by external exam in May /June 2018. There are papers for each of the core sciences.

HOW CAN I PROGRESS?

You may wish to progress to higher level studies at AS or A Level or undertake the Access to Higher Education Diploma and aim for university.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no specific entry requirements for this course but you must have a passion for the subject. You should be able to study at least level 1 in the past. You must commit to attending regularly to be successful on this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
 07867 441942



Signature Dishes from Around the World

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Site Carpentry - Diploma at Level 2

WHO IS THIS COURSE FOR?

The course is for 16+ who wish to gain valuable skills in a specific trade specialisation.

WHAT IS INVOLVED IN THE COURSE?

This course develops your craft skills to work at recognised industrial standards within this trade area. You will learn new site carpentry skills as well as develop those learnt at level 1. You will gain the underpinning knowledge and skills to prepare for a career in the industry. You can also take a health and safety test.

What modules are covered?

Health, safety and welfare in construction and associated industries

Prepare and use carpentry and joinery portable power tools

Understanding information, quantities and communication with others

Understanding construction technology

Carry out first fixing operations

Carry out second fixing operations

Carry out structural carcassing operations

Carry out maintenance to non-structural carpentry work

HOW WILL I BE ASSESSED?

The learner's development and achievements are assessed through practical assessments, in-course assessments and end of unit tests.

HOW CAN I PROGRESS?

You can progress to further training at level 3, specialising in the trade occupation you started at Level 2. You could progress to an Apprenticeship or employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Some evidence of studying at GCSE grade D/grade 4/
or working at Entry Level 3 literacy and
numeracy.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Spanish - Advanced Conversation

WHO IS THIS COURSE FOR?

This course is for anyone 19 years or older

WHAT IS INVOLVED IN THE COURSE?

This is a conversation group which is designed for learners to advance their speaking skills in the language. You might be needing more advanced conversation skills for higher learning, social or business travel.

HOW WILL I BE ASSESSED?

There is no formal assessment on this course.

HOW CAN I PROGRESS?

You can progress to GCSEs or A Levels.

WHAT ARE THE ENTRY REQUIREMENTS?

You need to be at an intermediate level in the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish Beginners - Award in Reading and Writing Entry Level 3

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your reading and writing skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish Beginners - Award in Speaking and Listening Entry level 3

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is a first steps course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

This is a great class for developing your speaking and listening skills in the target language. You will be able to understand and use basic words and phrases in familiar situations by the end of the course. You will be able to take part in simple interactions, apply the basic rules of pronunciation. You will begin to develop an awareness of the cultural conventions in the language.

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Entry Level 3 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Improvers" skills courses at Level 1.

WHAT ARE THE ENTRY REQUIREMENTS?

No previous knowledge of the language is required for this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish GCSE (9-1)

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over who already have a basic knowledge of the language, wish to improve their skills and gain a recognised qualification.

WHAT IS INVOLVED IN THE COURSE?

You will study the following topics throughout the GCSE: relationships family and friends, education and future plans, holidays and travel, leisure and lifestyle, food and drink, local area and environment and celebrations.

HOW WILL I BE ASSESSED?

Speaking and writing are assessed through controlled assessment during the course. Listening and reading are assessed by an externally set exam at the end of the course. Final exams are held in May or June 2018. The graded results are issued in August.

HOW CAN I PROGRESS?

You could progress to a AS Level, the Access to Higher Education Diploma or you could use it to help you gain employment.

WHAT ARE THE ENTRY REQUIREMENTS?

Students should have some knowledge of the language or they should already have completed a Level 1 or equivalent course. Learners must be able to attend regularly and complete the required controlled assessments.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish Improvers - Award in Speaking and Listening Level 1

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the second step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 1 Award in Reading and Writing in your chosen language, or you can progress to the "Languages for Intermediate" skills courses at Level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the entry level 3 / or a beginners course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish Intermediate - Award in Reading and Writing Level 2

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the third step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 2 "Reading and Writing" qualification or the GCSE in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the level 1 or an improvers course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Spanish Intermediate - Award in Speaking and Listening Level 2

WHO IS THIS COURSE FOR?

This course is suitable for learners aged 16 or over. It is the third step course in your chosen language.

WHAT IS INVOLVED IN THE COURSE?

On successful completion of this qualification learners will be acquainted with the conventions of the script, its phonetic system and cultural conventions related to the target language studied

HOW WILL I BE ASSESSED?

Your tutor will set and mark the assessment tasks. You will be given assessments to be completed during the normal lesson time, or at home. A dictionary can be used for some of the tasks. There are no exams.

HOW CAN I PROGRESS?

You can progress on to the Level 2 "Reading and Writing" qualification or the GCSE in your chosen language.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have completed the level 1 or an improvers course in this language, or you will need some previous knowledge of the language.

FOR MORE INFORMATION YOU CAN CONTACT:

Diane Reardon-Smith
Diane.Reardon-Smith
01670 622252



Specialist Support in Teaching and Learning in Schools - Diploma at Level 3

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over

WHAT IS INVOLVED IN THE COURSE?

If you are employed in a school this qualification is for you. This qualification is for supporting teaching and learning of pupils in schools in an area that requires specialist knowledge and skills. The qualification consists of mandatory and optional units: the units cover a wide range of topics and are designed to help learners build the knowledge and skills needed when supporting teaching and learning in the classroom. Topics include children and young people's development, schools as organisations, safeguarding children, supporting learning activities and teamwork in schools. This is ideal for supervisors in schools who work directly in the classroom.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress onto Higher Teaching and Learning Assistant at Level 4 or you could consider progressing to a foundation degree or degree apprenticeship.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed in teaching assistant role in a school setting. If you are using this qualification to train into the higher role, but don't yet have these responsibilities in your work role, you will need to discuss with your employer being assigned duties at this level for the duration of the course to allow you to get the experience you will need. English and maths skills are required and if you don't already have a Level 2 qualification in both subjects, we would recommend that you also enrol for functional skills courses.

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Step into Sage Accounts

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This non-accredited course is ideal for those who want to begin to explore the specifics of using Sage Accounts. together using Microsoft PowerPoint. It will cover the basics of designing, editing and playing presentations.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to a range of Awards and Certificates. You can follow a general computing pathway or you could specialise into a particular area of ICT, for example systems support, digital and creative media, web development or games and software design.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Step into Work in Adult Social Care

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over. This course is aimed at learners who wish to explore roles working with adults in a social care setting. It will develop your basic knowledge of the sector.

WHAT IS INVOLVED IN THE COURSE?

This course provides an introduction to working with adults and you will learn the basics of social care and the delivery of good care and support for adults. Content covered includes legislation, communication skills and the underpinning knowledge you need on the care sector to enable you to study at a higher level.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally assessed. A portfolio of evidence will be developed to help you prepare for the level 2 qualifications.

HOW CAN I PROGRESS?

You could progress onto a range of certificates at Level 2 that will prepare you for the workplace against national occupational standards in adult social care.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are helpful

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Step into Work in Childcare and Teaching Assistants

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over. This course is aimed at learners who wish to explore roles working with babies and children. It could be in a care or school setting. It will develop your basic knowledge of the sector.

WHAT IS INVOLVED IN THE COURSE?

This course provides an introduction to working with children and you will learn the basics of childcare and the development of children. Content covered includes: encouraging children to eat healthily, creating a safe environment for children, working as part of a team, contributing to equality of opportunity in support of children's development and providing a range of appropriate play activities for children.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally assessed. A portfolio of evidence will be developed to help you prepare for the level 2 qualifications.

HOW CAN I PROGRESS?

You could progress onto a range of certificates at Level 2 that will prepare you for the workplace against national occupational standards including: youth work, play work, childcare or supporting teaching and learning in schools.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are helpful.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Step into Work in Construction

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in construction occupations.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course and you will prepare portfolio evidence to help you move into formal qualifications.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Step into Work in Home Based Childcare

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over. This course is aimed at learners who wish to explore roles in childminding. It will develop your basic knowledge of the sector.

WHAT IS INVOLVED IN THE COURSE?

This course provides an introduction to working with children in a home based setting, and the responsibilities involved in caring for children informally and formally. You will learn the basics of childcare and the development of children. Content covered includes: encouraging children to eat healthily, creating a safe environment for children, contributing to equality of opportunity in support of children's development and providing a range of appropriate play activities for children.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally assessed. A portfolio of evidence will be developed to help you prepare for the level 2 qualifications.

HOW CAN I PROGRESS?

You could progress onto a range of certificates at Level 2 that will prepare you for the workplace against national occupational standards including: youth work, play work, childcare or supporting teaching and learning in schools.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are helpful.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Step into Work in Motor Mechanics

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in motor mechanics, or learn to maintain a vehicle at home.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course and you will prepare portfolio evidence to help you move into formal qualifications.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Award, Certificate or Diploma in Vehicle Maintenance.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Step into Work in Warehousing, Logistics and Fork Lift Truck Driving

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or working in a warehouse or logistics role.

WHAT IS INVOLVED IN THE COURSE?

The course covers awards in warehousing and logistics. You will also complete awards in forklift truck driving for reach and counterbalance operations.

HOW WILL I BE ASSESSED?

You will have a combination of portfolio assessment and end tests. You will complete driving tests for your fork lift truck driving awards.

HOW CAN I PROGRESS?

You can progress to exploring the Logistics and Warehousing at Level 2 or you could consider an apprenticeship or employment. There are other specialist vehicles in this industry which you may wish to specialise in.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject. You must have a full clean UK driving licence to take part in the fork lift truck awards.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Step into Work in Window Fitting

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over who wishes to explore skills or careers in window fitting and roofline products.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course and you will prepare portfolio evidence to help you move into formal qualifications.

HOW CAN I PROGRESS?

You can progress to exploring the Entry Level 3 Certificate in Basic Construction Skills, or the Level 1 Awards in the Building Crafts suite of qualifications. Alternatively you may be ready to specialise by progressing to a Diploma in one of the construction crafts e.g. Carpentry and Joinery or Painting and Decorating.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this course, just a willingness to participate and an interest in the subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Stick Dressing

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Stress Management

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

You will be able to identify and raise awareness of the sources and symptoms of work related stress and to assist management personnel with the development of effective management strategies.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

You could progress to any of our awareness courses, but if you are considering a career in working with others in a mediation, support, guidance or counselling role, we would recommend progression to our Level 1 Introduction to Basic Counselling Skills.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Studio, Portrait and Product Photography

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is perfect for camera enthusiasts, small businesses interested in learning some commercial studio portrait and product lighting techniques, working with models and products, understanding lighting set-ups and enhanced Adobe Lightroom and Adobe Photoshop techniques and skills.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to more advanced training. If you are considering working in the industry sector as a professional, we would recommend apprenticeships and media studies and photography qualifications at Level 2 and 3, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to have photography and computing skills to start this course.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Substance Misuse Awareness - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

You will learn about the possible signs and symptoms of substance misuse and what signs may be misleading, the social and personal effects of substance misuse and develop an awareness of perceptions and responses to misuse.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

This award is ideal to support your studies in a variety of adult, childcare or school settings at level 1 or level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Sugar Crafting for Decorative Cakes

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional cake decorator. It will provide you with some of the theory and practical skills, but will focus specifically on sugar crafting. You will work through a series of projects to build your skill, taking you through different methods and effects. For example you may start by making simple items like petals, and you will build up to constructing decorative sprays. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Supporting Teaching and Learning - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over

WHAT IS INVOLVED IN THE COURSE?

If you want to work in a school this qualification is for you. This is a Level 2 qualification for learners working or volunteering in roles that support pupils' learning in schools. The qualification consists of mandatory and optional units which have a credit value. To achieve the Level 2 Certificate you will need to gain 30 credits in total. The units cover a wide range of topics and are designed to help learners build the knowledge and skills needed when supporting teaching and learning in the classroom. Topics include children and young people's development, schools as organisations, safeguarding children, supporting learning activities and teamwork in schools.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You can progress into employment and/or to the Level 3 Diploma in Specialist Teaching Support.

WHAT ARE THE ENTRY REQUIREMENTS?

You will need to be employed or volunteering for at least 12 hours per week in a school setting. English and maths skills are required and if you don't already have a Level 2 qualification in both subjects, we would recommend that you also enrol for functional skills courses.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Tailoring and Dressmaking Beginners - Award at Level 1

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course and access to sewing machines, but you will need to provide your own material for your chosen project.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Tailoring and Dressmaking Intermediate - Certificate at Level 2

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is an opportunity for you to deepen your creativity in your chosen craft to an intermediate level. You will be provided with a structured course to develop your skills further, building on what you studied at level 1. You will continue with lecturer led activities and your own projects. You will be provided with some of the tools and materials for this course and access to sewing machines, but you will need to provide your own material for your chosen project.

HOW WILL I BE ASSESSED?

You will keep a folder of work which will be assessed, including coursework notes, samples of techniques, finished craft items, evaluations and health and safety information for your chosen craft area.

HOW CAN I PROGRESS?

You can progress on to the Level 2 Certificate in Creative Craft, or you could start the GCSE or A Level in Art and Design.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Taste of the Mediterranean

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Teaching English as a Foreign Language - Taster for Teachers

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It will provide you with some of the theory and basic practical skills. It is designed to inspire you to want to learn more about the subject and provide you with a basis for undertaking a skills course at Level 1 or higher. This short introductory course will look at the basic theory of teaching English as a foreign language.

HOW WILL I BE ASSESSED?

Your progress will be informally assessed by your teacher during the class. There are no exams.

HOW CAN I PROGRESS?

If you love the idea of supporting people's learning and think you'd like to explore this as a career, we'd recommend the Level 3 Award in Education and Training. You might also consider courses in counselling skills, care and supporting teaching and learning.

WHAT ARE THE ENTRY REQUIREMENTS?

You should already be a teacher, teaching assistant or in a mentoring and coaching role, as you will need to already understand the theories of teaching and learning and have some experience delivering teaching.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Team Leading Principles - Introduction to theory and practice

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This course introduces students to the roles and functions of supervisors and team leaders. The content includes an introduction to organisations and the need for and nature of supervisory management. The course looks at the main functions of team leaders and the hallmarks of leadership. It will prepare you for starting formal supervisory qualifications.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress to team leading and management qualifications at Level 2 and 3. You will likely need to have a job role or volunteering with supervisory or management responsibilities when you start your formal qualifications.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course. It is perfect for absolute beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Text Processing for Business Advanced Skills

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course aims to deepen your knowledge, speed and accuracy in producing a range of advanced business documents and the conventions used in their production and presentation.

HOW WILL I BE ASSESSED?

You will be taught a range of text processing skills in the classroom. All units are internally assessed by your tutor through set assignments.

HOW CAN I PROGRESS?

Upon completion of the this course you could enter employment at an advanced operative level or undertake qualifications related to the wider business skills needed in the workplace e.g. BTEC Diploma in Business and Administration at Level 2 or 3

WHAT ARE THE ENTRY REQUIREMENTS?

This qualification is available to anyone who is capable of reaching the required standards. This course is ideal for those who have completed the beginners and intermediate course or who already have some experience in word / text processing and shorthand and speed keying. You will be expected to have a standard of literacy and numeracy and a level of industry knowledge appropriate for a person

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Text Processing for Business Beginners Skills

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. This course is for those who are new to the skills, knowledge and the use of a keyboard as required by text processing operators

WHAT IS INVOLVED IN THE COURSE?

The course aims to develop your understanding of simple business documents and the display conventions typically used in their production and presentation. You will develop your ability to use keyboards and keyboard functions as well as proofreading skills and presenting documents to an acceptable standard of accuracy.

HOW WILL I BE ASSESSED?

You will attend a series of practical classroom sessions which lead to a assessments by your tutor to confirm your ability in the appropriate text processing skills

HOW CAN I PROGRESS?

You can progress through the suite of IT qualifications as your skills and confidence grow or you can step up to text processing for business at the intermediate level.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this qualification

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Text Processing for Business Intermediate Skills

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. This course is the natural progression from the beginners course although it is possible to commence directly if you already possess some basic skills and knowledge in text processing.

WHAT IS INVOLVED IN THE COURSE?

This course will step you up from the beginners activities and deepen your knowledge, speed and accuracy. You will tackle more complex business documents, ensuring they are presented to industry standards. You can specialise in medical and legal text processing at this level.

HOW WILL I BE ASSESSED?

You will attend a series of practical classroom sessions which lead to a assessments by your tutor to confirm your ability in the appropriate text processing skills

HOW CAN I PROGRESS?

You can progress through the suite of IT qualifications as your skills and confidence grow or you can step up to text processing for business at the advanced level.

WHAT ARE THE ENTRY REQUIREMENTS?

This qualification is available to anyone who is capable of reaching the required standards. This course is ideal for those who have completed the beginners course or who already have some basic experience in word / text processing. You will be expected to have a standard of literacy and numeracy and a level of industry knowledge appropriate for a person working at Level 1.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Theatre Scenery Creation for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is designed for anyone wanting to explore the possibilities of working back of house of a theatre. We will examine the building and creation of scenery and props for a range of performances and sets. Throughout the sessions we will seek to improve creative and basic construction skills.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress on to intermediate courses.

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Theatre Skills for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is designed for anyone wanting to explore the possibilities of performing to make magic on stage as well as to improve general skills for employment. Working with a professional actor we will examine modern and classic scripts, develop characters, discuss aspects of theatre and look at makeup, costumes, theatrical terms and work on body language, speaking in public and planning an event. Throughout the sessions we will seek to improve oral communication skills, self-image, self-confidence, self-discipline, teamwork and self reliance, dedication, motivation, leadership skills and much more. Not forgetting to have FUN.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

(blank)

WHAT ARE THE ENTRY REQUIREMENTS?

You may already have completed a non accredited course, but this class is perfect for beginners. You will just need to have an interest in the creative subject.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Traditional Northumbrian Cookery

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Tyre Fitting Competence - Diploma at Level 1

WHO IS THIS COURSE FOR?

This Level 1 Diploma in Tyre Fitting Competence is for anyone developing a career in the motor industry. This practical qualification demonstrates candidates' skills on the job and in their own workplace showing that they meet national standards for automotive

WHAT IS INVOLVED IN THE COURSE?

Candidates cover a range of areas. The following are mandatory units: health, safety and good housekeeping in the automotive environment, supporting working relationships, receiving and storing stock, inspection, repair and replacement of light vehicle or commercial vehicle tyres.

HOW WILL I BE ASSESSED?

They are assessed in the workplace by using the following methods: Portfolio Assignments City & Guilds' GOLA multiple choice test

HOW CAN I PROGRESS?

After taking this qualification, candidates will have a qualification that shows employers and customers they have the skills required to remove and replace a variety of tyres and will be able to progress into employment.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements

**FOR MORE INFORMATION
YOU CAN CONTACT:**

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Understanding British Values - Award at Level 1

WHO IS THIS COURSE FOR?

This qualification is a short introduction for learners of all abilities to develop understanding of British Values.

WHAT IS INVOLVED IN THE COURSE?

This course aims to provide learners with knowledge of British values and how they align with supporting legislation. Learners will also consider the radicalisation of vulnerable individuals and the impact of extremism on communities and nationally. The unit requires learners to understand how they contribute to the promotion of British values and to demonstrate the application of the values in their own life and work.

HOW WILL I BE ASSESSED?

You will complete a workbook which covers all the learning of the qualification which includes a variety of short and long answer questions.

HOW CAN I PROGRESS?

This award is ideal to support your studies in a variety of adult, childcare or school settings at level 1 or level 2.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no pre-entry requirements for enrolling to complete these qualifications.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
Carol.Young@northumberland.gov.uk
01670 623688



Vehicle Mechanics and Systems Maintenance - Award at Entry 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

To become a motor vehicle technician you will need to have strong practical skills. You need to be good at problem solving and finding faults. You will also need to be good with people and have great customer service skills. Entry level 3 will suit you if you are thinking of working in the automotive sector and want to learn more about potential careers in this area. The units are designed to support hand skills and provide a clearer and better understanding of vehicle types that you will be working upon. You will be expected to complete units in lubrication, cooling, fuel and exhausts, spark ignition, vehicle electrical systems, vehicle braking, transmission, vehicle steering and suspension and valeting.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You could extend the number of units you have completed at Entry Level 3 to broaden your skills further and achieve the Certificate or Diploma. You will be able to progress to the Level 1 Award, Certificate or Diploma in Vehicle Systems Maintenance or a similar qualification.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required. You may benefit from having already completed the Introduction to Car Maintenance or similar. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
 01670 623665



Vehicle Mechanics and Systems Maintenance - Certificate at Entry 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

To become a motor vehicle technician you will need to have strong practical skills. You need to be good at problem solving and finding faults. You will also need to be good with people and have great customer service skills. Entry level 3 will suit you if you are thinking of working in the automotive sector and want to learn more about potential careers in this area. The units are designed to support hand skills and provide a clearer and better understanding of vehicle types that you will be working upon. You will be expected to complete units in lubrication, cooling, fuel and exhausts, spark ignition, vehicle electrical systems, vehicle braking, transmission, vehicle steering and suspension and valeting.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You could extend the number of units you have completed at Entry Level 3 to broaden your skills further and achieve the Diploma. You will be able to progress to the Level 1 Award, Certificate or Diploma in Vehicle Systems Maintenance or a similar qualification.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required. You may benefit from having already completed the Introduction to Car Maintenance or similar. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
 01670 623665



Vehicle Mechanics and Systems Maintenance - Diploma at Entry 3

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

To become a motor vehicle technician you will need to have strong practical skills. You need to be good at problem solving and finding faults. You will also need to be good with people and have great customer service skills. Entry level 3 will suit you if you are thinking of working in the automotive sector and want to learn more about potential careers in this area. The units are designed to support hand skills and provide a clearer and better understanding of vehicle types that you will be working upon. You will be expected to complete units in lubrication, cooling, fuel and exhausts, spark ignition, vehicle electrical systems, vehicle braking, transmission, vehicle steering and suspension and valeting.

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You will be able to progress to the Level 1 Award, Certificate or Diploma in Vehicle Systems Maintenance or a similar qualification.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required. You may benefit from having already completed the Introduction to Car Maintenance or similar. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
01670 623665



Vehicle Mechanics and Systems Maintenance - Diploma at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

If you love cars and enjoy fixing things, a career as a motor vehicle technician is the ideal job for you. Level 1 will suit you if you want a solid introduction to the specialist role of automotive technician or refinisher. You may also be looking to get the core skills you need to progress on to a related apprenticeship. Within the level 1 Award you will complete units on health and safety and safety working practices and specialist units from a range. Some examples of the units available include: vehicle fuel and exhaust systems, vehicle spark ignition systems and vehicle electrical systems

HOW WILL I BE ASSESSED?

You will build up a portfolio of work including knowledge and practical assessments by working in our classroom and vehicle workshop. Your portfolio will be externally assessed.

HOW CAN I PROGRESS?

You could progress to the Level 2 Award, Certificate or Diploma in Light Vehicle Maintenance and Repair Principles. You could also apply for an Apprenticeship as a Motor Vehicle Technician.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required. You may benefit from having already completed the Entry Level 3 Award, Certificate or Diploma in Vehicle Systems Maintenance or a similar qualification. You'll need to have a genuine interest in the subject and able to meet the physical demands of moving and handling involved in the role.

FOR MORE INFORMATION YOU CAN CONTACT:

Mike Smith
Mike.Smith01@northumberland.gov.uk
 01670 623665



Watercolour Painting Group

WHO IS THIS COURSE FOR?

The course is for anyone who is 16 years old or over.

WHAT IS INVOLVED IN THE COURSE?

This course is a non accredited, themed introduction to an aspect of arts and creative crafts. This is an opportunity for you to develop your creativity in your chosen craft. You will explore a range of craft techniques and develop your design skills. By the end of the course you will design and produce your own original craft items in your chosen craft. You will be provided with some of the tools and materials for this course, but you may choose to bring some of your own materials for your chosen projects.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. You can move on to creative craft qualifications at level 1 or you can undertake other themed non accredited courses.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements, and this course is perfect for beginners.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Web design with HTML and CSS for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. You will need some basic computing skills before starting this course.

WHAT IS INVOLVED IN THE COURSE?

CSS is the language for describing the presentation of Web pages, including colours, layout, and fonts. It allows one to adapt the presentation to different types of devices, such as large screens, small screens, or printers. CSS is independent of HTML and can be used with any XML-based mark-up language. HTML is a very basic mark-up language and requires memorization of a few dozen HTML commands that structure the look and layout of a web page. We will cover the basics in the course and take you through a web based project using HTML. The course will prepare you for higher study or your own basic web projects.

HOW WILL I BE ASSESSED?

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HOW CAN I PROGRESS?

You can progress through a suite of IT qualifications as your skills and confidence grow or you can develop your media skills by studying other courses in specialist software e.g. Adobe products, in order to develop your creative skills for your web projects.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this qualification but you will need some basic computer skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Web Design with HTML for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. You will need some basic computing skills before starting this course.

WHAT IS INVOLVED IN THE COURSE?

HTML is a very basic mark-up language and requires memorization of a few dozen HTML commands that structure the look and layout of a web page. We will cover the basics in the course and take you through a web based project using HTML. The course will prepare you for higher study or your own basic web projects.

HOW WILL I BE ASSESSED?

You will attend a series of practical classroom sessions which lead to a assessments by your tutor to confirm your ability in the appropriate skills.

HOW CAN I PROGRESS?

You can progress through a suite of IT qualifications as your skills and confidence grow or you can develop your media skills by studying other courses in specialist software e.g. Adobe products, in order to develop your creative skills for your web projects.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this qualification but you will need some basic computer skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Web Development and Design for Beginners

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. You will need some basic computing skills before starting this course.

WHAT IS INVOLVED IN THE COURSE?

This course will develop your creative skills for your own web design project. We will take you through setting up your own web pages and domain through a web based project and exercises. The course will prepare you for higher study or your own basic web projects.

HOW WILL I BE ASSESSED?

You will attend a series of practical classroom sessions which lead to a assessments by your tutor to confirm your ability in the appropriate skills.

HOW CAN I PROGRESS?

You can progress through a suite of IT qualifications as your skills and confidence grow or you can develop your media skills by studying other courses in specialist software e.g. Adobe products, in order to develop your creative skills for your web projects.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this qualification but you will need some basic computer skills.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Wild Walks

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16+.

WHAT IS INVOLVED IN THE COURSE?

These day events introduce you to wild nature walking with an experienced guide. You will meet at the designated point. You just need to pack lunch, drinks, and no doubt some wet weather gear and sturdy footwear. The walks will improve your health and wellbeing and introduce you to the natural history and wildlife of Northumberland.

HOW WILL I BE ASSESSED?

There is no formal assessment on this course, but you will be asked to complete information on your goals for the day, what you have achieved and provide us with feedback on your experience.

HOW CAN I PROGRESS?

You may simply wish to improve your overall health on an ongoing basis, or undertake more formal studies in natural history or earth sciences.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no entry requirements for this course, just an interest and willingness to participate.

FOR MORE INFORMATION YOU CAN CONTACT:

Jane Dunne
Jane.Dunne@northumberland.gov.uk
07867 441942



Winter Preserving

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over

WHAT IS INVOLVED IN THE COURSE?

This is a first steps course and is designed to introduce you to the basics of the subject. It is a practical course in the kitchen, led by our professional chef. It will provide you with some of the theory and practical skills, but will focus on taking you through different cooking methods and recipes each week. You will be provided with an ingredients list each week to bring in to the following session. The first week's ingredients are supplied.

HOW WILL I BE ASSESSED?

There is no formal assessment for this course but your progress will be monitored throughout the course.

HOW CAN I PROGRESS?

You can progress in a range of ways. If you want to explore cooking and ingredients further you can progress to the NCFE Level 1 Award in Creative Craft for speciality creative skills like sugar craft. If you are considering working in the catering industry sector as a professional, we would recommend starting with the Level 1 Diploma in Professional Cookery and complete a food hygiene certificate at Level 2, all of which are designed for preparing you for work in this area.

WHAT ARE THE ENTRY REQUIREMENTS?

This course is ideal if you are just starting out in the hospitality and catering industry and have no previous skills or knowledge or you are developing your culinary skills for home.

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Word Processing for Business Beginners Skills

WHO IS THIS COURSE FOR?

The course is for anyone who is 19 years old or over. This course is for those who are new to producing word processed documents from handwritten, typewritten drafts, recalled information and other methods like shorthand.

WHAT IS INVOLVED IN THE COURSE?

The course aims to develop your understanding of using computers to prepare complex documents to industry standards including learning about margins, line spacing and alignment, justification and tab, font style and size, emphasising and indenting, cut, copy and paste text, pagination, headers/footers, page numbering, search and replace text, case, sorting, wrapping, columns and tracking changes and amendments.

HOW WILL I BE ASSESSED?

You will attend a series of practical classroom sessions which lead to a assessments by your tutor to confirm your ability in the appropriate word processing skills

HOW CAN I PROGRESS?

You can progress through the suite of IT qualifications as your skills and confidence grow or you can step up to text processing for business at the intermediate level.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements for this qualification

FOR MORE INFORMATION YOU CAN CONTACT:

Julie Hindhaugh
Julie.Hindhaugh@northumberland.gov.uk
01670 622113



Working with Children - Award at Level 1

WHO IS THIS COURSE FOR?

This course is suitable for anyone 16 or over.

WHAT IS INVOLVED IN THE COURSE?

This course provides an introduction to working with children and you will learn the basics of childcare and the development of children. Content covered includes: encouraging children to eat healthily, creating a safe environment for children, working as part of a team, contributing to equality of opportunity in support of children's development and providing a range of appropriate play activities for children.

HOW WILL I BE ASSESSED?

You will attend one of our centres to complete this course as it is based in a classroom. The course is internally assessed. It is worth 6 credits. A portfolio of evidence will be developed. This is both internally and externally assessed.

HOW CAN I PROGRESS?

You could progress onto a range of certificates at Level 2 that will prepare you for the workplace against national occupational standards including: youth work, play work, childcare or supporting teaching and learning in schools.

WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal entry requirements but basic English and maths skills are required.

FOR MORE INFORMATION YOU CAN CONTACT:

Carol Young
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01670 623688

