

BE ANYTHING YOU WANT TO BE*



* (AND DO ALMOST ANYTHING **YOU** WANT TO DO)

NORTHUMBERLAND

Northumberland County Council

www.northumberland.gov.uk/adultlearning

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BE ABLE TO GET AHEAD



FRESH START HELP



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AND LEARNING**



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BUSINESS



COMMERCE AND ENTERPRISE



CONSTRUCTION AND ENGINEERING



HEALTH, CARE AND EDUCATION



**PREPARING FOR
HIGHER EDUCATION**



HUMANITIES AND SCIENCE

OUR PROMISE TO YOU

LEARNING IS FOR EVERYONE - OUR EQUALITY AND DIVERSITY POLICY

We believe that learning is for everyone. Whatever your race, gender, sexual orientation, disability, religion, belief, class or age, you'll find programmes that will meet your needs. We work hard to remove conditions that disadvantage people, improve access and provide support to help learners succeed.

We are committed to providing a caring environment inclusive of all learners. We proactively prevent inappropriate behaviour, discrimination or victimisation in any form and will deal harshly with these should they occur.

KEEPING YOU SAFE

We are committed to safeguarding and ensuring all learners experience a secure, safe and welcoming environment.

We work with our students to help you develop the skills that will help you take responsibility for your own safety. We have specific arrangements to protect young people and vulnerable adults. We have a team of Safeguarding Officers who work with any learner in need. Our staff will always act to ensure learners are safe.



IT'S TIME FOR YOU

TO BE WHAT YOU WANT TO BE

**SO MUCH IN LIFE IS WHAT YOU MAKE IT.
OPPORTUNITIES COME ALONG AND WE MUST SEIZE THEM.**

But that isn't always easy. Sometimes, we don't feel we have the skills, or even the confidence. Sometimes we aren't sure the right help will be available to us where we want to learn. If we let our chances go, we can become frustrated and feel that we're not making the best of things.

That's where we can help.

We run a range of job-related study programmes that can help you to be what you want to be, whoever you are, and wherever in Northumberland you live. Our study programmes are for young people who might need something different to what school or college can offer. Our programmes are also for young people with special educational needs who need some extra help to do well. Class sizes are smaller than college or school, so you have plenty of help and support and time with your tutor.

All the programmes are local and taught by experienced, qualified tutors who have a great track-record in helping young people to make the most of their talents. So whoever you are, wherever you live or whatever you want to do, we can probably help you to succeed.

You'll find accounts of young people just like you who've been able to make the most of their talents, skills and interests. These stories are fictionalised but based upon real young people we've worked with. If you are 16-18, or have special educational needs from 16-25, all your learning is free. We know that it can be hard to decide what's best for you so we have a team of advisers who can help you. Their time is free of charge. All you have to do is pick up the phone.

YOU CAN BE ANYTHING YOU WANT TO BE. AND WE CAN HELP YOU

Call us today - we'll help you take the next step - 01670 622112



BE ABLE TO GET AHEAD: STUDY PROGRAMMES

SOMETIMES TO MOVE ON IN LIFE, WE HAVE TO KEEP ON STUDYING. FEELING WE ARE READY FOR WORK IS NOT ALWAYS ENOUGH. WE OFTEN NEED SOME SKILLS OR KNOWLEDGE TO OFFER AN EMPLOYER.

If we're going to make the most of our talents and opportunities, we need to keep on learning. Other people will. And if we don't, we'll find the jobs we could have, can be taken by other, better-qualified people. Or the skill we always wanted to develop remains a dream or hope you once had.

Sometimes, we can find that we're not really enjoying ourselves - the buzz, excitement and interest can disappear. We can lose focus and performance.

If we're going to be the best we can be as we move into adulthood, we're often best to follow our interests. If we don't know what they are yet, then we need to try new things to discover passions or skills we never realised we had.

OUR GET AHEAD STUDY PROGRAMME CAN HELP YOU GET TO WHERE YOU WANT TO GO FASTER

Call us today - we'll help you take the next step - 01670 622112



STUDY PROGRAMMES



WHAT IS A STUDY PROGRAMME?

STUDY PROGRAMMES ARE FULL TIME PROGRAMMES. YOU'LL BE STUDYING WITH US FOR 3 DAYS A WEEK. THERE WILL BE 5 ELEMENTS TO YOUR PROGRAMME.

1. A JOB RELATED QUALIFICATION

You'll be working towards qualifications that will help you get ahead in a career. The programmes are designed to help you get to the next level of study, higher education, apprenticeships or employment. We will help you to find the right level to start at.

2. ENGLISH AND MATHS

You'll be getting help with English and mathematics if you haven't already achieved your GCSE's in English and Maths at Grade C or higher.

3. WORK EXPERIENCE

If you are ready, we can help you get some work experience. You might take up a short taster in a work place, be with an employer for a 1 to 6 month traineeship, or you might like to try a 12 month internship.

4. ENRICHMENT

Then there are lots of add-ons you can do to make your time with us more exciting and make your CV better and better. You might take up first aid training, learn about safety in your chosen industry, or learn how to maintain a bike or scooter to help you get about.

5. PASTORAL CARE AND SUPPORT

You'll get a personal coach to help you through the programme. They can arrange extra help and support. If you have a disability, learning difficulty or other particular need (like you are a young carer and need extra support) we will help you access and get the most out of your studies with us. You are strongly encouraged to let us know as soon as possible if you require any special arrangements to be made. If you'd like to speak to our Learning Support team, call them on **01670 622100**.

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WHO ARE STUDY PROGRAMMES FOR?

THE FULL TIME STUDY PROGRAMMES ARE FOR:

- YOUNG PEOPLE AGED 16-19
- YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AGED FROM 16-25
- SCHOOLS CAN ALSO REFER YOUNG PEOPLE IN SCHOOL FROM YEAR 9 ONWARDS WHO NEED AN ALTERNATIVE CURRICULUM

19+ learners are also very welcome to enrol on these programmes. You may also wish to look at our part time brochures. You can download course guides and maps for all areas of Northumberland from www.northumberland.gov.uk/adultlearning.

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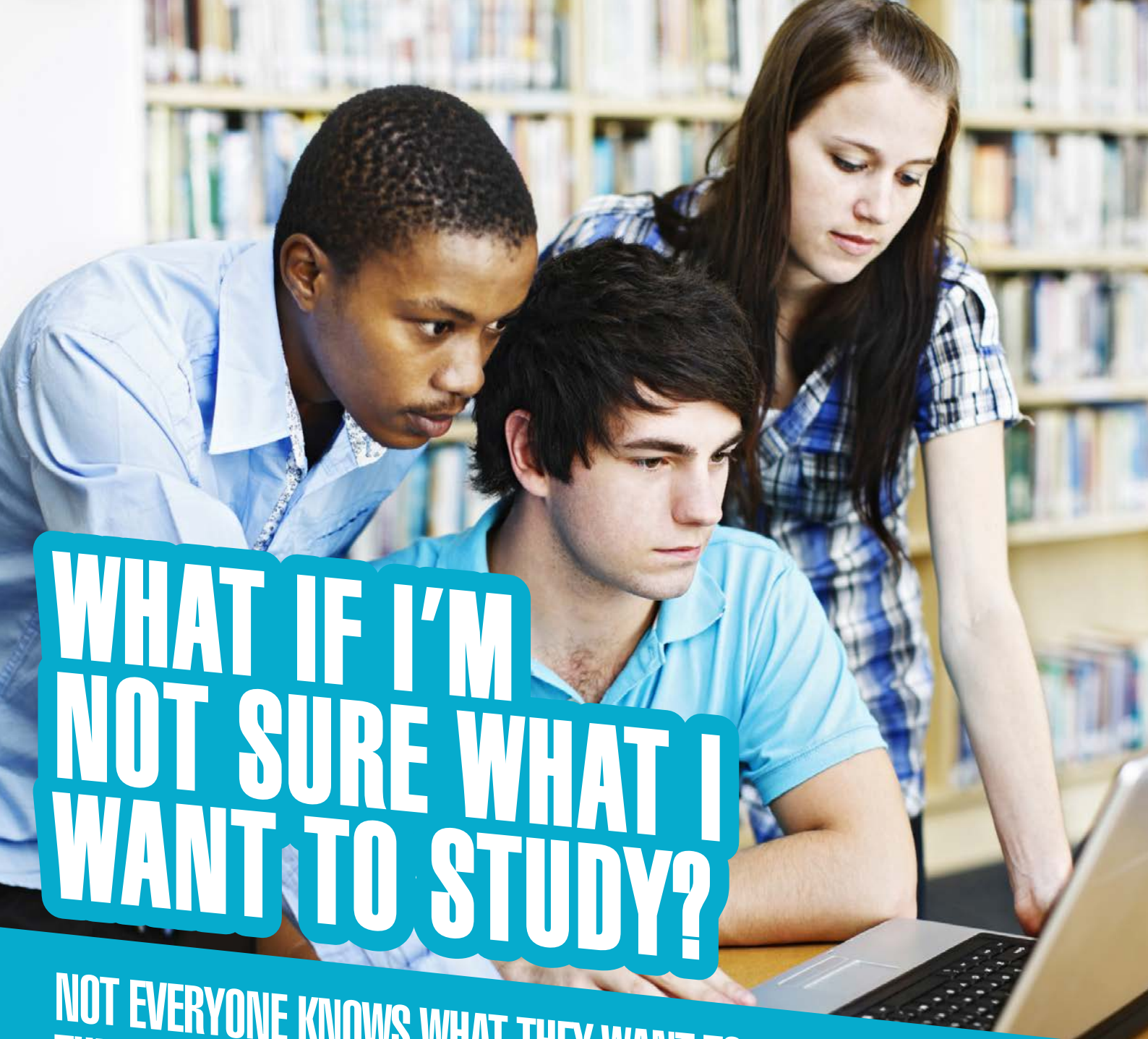
WHEN DO COURSES START?

Our Study Programmes with GCSEs start in September, but on most of our other courses you can start throughout the year. So if you are looking for a place for September, or it's the middle of the year and you find you've lost interest in what you are studying elsewhere, we're interested in hearing from you.

You can apply for an apprenticeship and traineeship vacancies all year round. All new apprenticeship and traineeship vacancies are advertised online - you can apply at <https://www.gov.uk/apply-apprenticeship> and <https://www.gov.uk/find-traineeship>

CALL OUR YOUNG PEOPLE'S TEAM ON 01670 622112 WHENEVER YOU ARE READY TO FIND OUT MORE

Call us today - we'll help you take the next step - 01670 622112



WHAT IF I'M NOT SURE WHAT I WANT TO STUDY?

NOT EVERYONE KNOWS WHAT THEY WANT TO DO, OR WHAT THEY THINK THEY WILL ENJOY AND BE GOOD AT. WE'RE HERE TO HELP YOU FIND THAT OUT.

We'll give you a personal coach who'll sit down with you over a cuppa, and listen to your interests and wishes. We'll try our best to guide you in the right direction.

We can enrol you to the right programme, and if you still aren't sure, we'll get some tasters and centre visits lined up so that you can find out if the programme is really for you. If you need us to come with you for the first few sessions, we'll be with you all the way.

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**WHAT PROGRAMMES
ARE AVAILABLE?**

COLOUR AND TONE
TEXTURE
RECORDING
IMAGES

SHAPE AND FORM

ARTS AND CREATIVE

THIS SECTION COVERS:

- ART AND DESIGN
- FASHION AND TEXTILES
- MEDIA, FILM AND PHOTOGRAPHY
- WINDOW DRESSING AND RETAIL



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ART AND DESIGN STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Jobs in art and design require creativity and imagination. You could be meeting clients, working on your own or co-ordinating a project with a team.

WHERE COULD I FIND WORK?

You could sell your own work as an artist, illustrate books, help create a computer game, design a company logo or work in an art gallery. It could also be a stepping stone into creative digital media.

WHEN WOULD I BE WORKING?

Depending on your job you could be working 9:00 am to 5:00 pm Monday to Friday. In some cases you may need to work long hours, evenings or weekends.

HOW MUCH COULD I EARN?

Salaries vary a lot depending on the job you want. At the start of your career you could be earning between £18,000 and £20,000 a year but you could have an annual salary of £50,000.

AM I RIGHT FOR THIS ROLE?

Different jobs require different skills but overall you will need to have a talent for expressing yourself through art and design.

HOW COULD I PROGRESS?

You may need to change jobs or try out new things to build upon your experience. Ideally you should be adding to your portfolio of art based projects. You could work in a senior position or for yourself.

1
Job

GCSE in Art and Design
Level 2

NCFE Certificate in Creative
Craft in Illustration and
Graphic Design Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

NCFE Certificate in Photography Level 1

60 hours

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FASHION AND TEXTILE STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Being creative, predicting trends and working with others are important skills in this industry. There are many roles in this area you can work in including design, manufacturing, buying and merchandising.

WHERE COULD I FIND WORK?

You could work for a large manufacturing company, an exclusive design house or a high street retailer.

WHEN WOULD I BE WORKING?

Depending on your job you could be working 9:00 am to 5:00 pm Monday to Friday. However, in other roles you may need to work long hours, evenings or weekends to meet demand.

HOW MUCH COULD I EARN?

Salaries vary a lot depending on the job you want. At the start of your career you could be earning between £15,000 and £20,000 a year but with experience you could have an annual salary of £28,000. In a senior position salaries of £40,000 and more are possible.

AM I RIGHT FOR THIS ROLE?

Different jobs require different skills but overall you will need to have a talent for design work and be passionate about your creativity.

HOW COULD I PROGRESS?

You could become a senior designer or work for yourself as a consultant. You might even decide to launch your own boutique collection.

1
Job

GCSE in Textiles
Level 2

NCFE Certificate in Creative
Craft in Fashion and
Dressmaking Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

NCFE Certificate in Photography Level 1

60 hours

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MEDIA, FILM AND PHOTOGRAPHY PROGRAMME

WHAT IS THE WORK LIKE?

There are lots of job titles to explore in this area of work involving creativity and face to face contact with a wide variety of people.

WHERE COULD I FIND WORK?

You'll find job opportunities with television broadcasters, production companies, film studios, photographers, PR agencies, newspapers, magazines and organisations such as the police force.

WHEN WOULD I BE WORKING?

Working hours will vary depending on the type of job you decide to do. You will need to be flexible and prepared to work long hours, early mornings, evenings or weekends.

HOW MUCH COULD I EARN?

Salaries vary a lot depending on the job you want. At the start of your career you could be earning between £15,000 and £17,000 a year but with experience you could have an annual salary of £50,000 or more. In some cases you could be paid a fee for each contract you handle.

AM I RIGHT FOR THIS ROLE?

Different jobs require different skills but overall you will need to be creative, well organised, able to use technology and work with all sorts of different people.

HOW COULD I PROGRESS?

You could work for yourself, develop your own projects, or progress to a senior position within your preferred industry.

1
Job

Certificate in Interactive
Media - NCFE Level 1 and 2

NCFE Certificate in
Photography Level 1 and 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

European Computer Driving Licence - Level 1

60 hours

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WINDOW DRESSING AND RETAIL STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You will be working as part of a team, dealing with people and creating and following design plans. You will need to understand the retail environment and what encourages and persuades people to spend their money.

WHERE COULD I FIND WORK?

You could find work in many different types of shops especially those specialising in fashion and homeware. Some window dressers can use their skills to find work in museums, tourist attractions and hotels.

WHEN WOULD I BE WORKING?

You will be working 35 to 40 hours a week including times when shops may be closed.

HOW MUCH COULD I EARN?

You could earn £11,000 to £50,000 a year depending upon your qualifications and experience.

AM I RIGHT FOR THIS ROLE?

You'll need to have good communication skills, enjoy helping people and making attractive displays.

HOW COULD I PROGRESS?

You could get promoted to become a team leader or a manager.

1
Job

Preparing to Work in Retail
Window Dressing - NCFE
Certificate Creative Craft
Level 1 and 2

BTEC Award in Retail
Knowledge Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience
Placement

60 hours

4
Enrichment

NCFE Award in Photography Level 1

30 hours

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WORD PROCESSING
MEETINGS
BANKING
RECORDS
RECEIPTS



BUSINESS

THIS SECTION COVERS:

- BUSINESS AND ACCOUNTANCY
- CUSTOMER SERVICE AND RETAIL
- TECHNOLOGY AND DIGITAL SKILLS



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BUSINESS AND ACCOUNTANCY STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Much of the work is indoors dealing with customers in person, over the telephone and through digital media. You'll be working with large volumes of information: business and financial.

WHERE COULD I FIND WORK?

All sorts of organisations could offer you work whether it's a private business, local government or a large employer like the NHS.

WHEN WOULD I BE WORKING?

Usually you would work from Monday through to Friday but flexible hours, part-time work and temporary contracts are also available.

HOW MUCH COULD I EARN?

Starting out you could earn between £14,000 and £18,000 a year but with experience your salary could reach up to £30,000 a year or more.

AM I RIGHT FOR THIS ROLE?

You'll need to be well organised, have an eye for detail and like working as part of a team. For financial careers you'll need to have a good head for figures.

HOW COULD I PROGRESS?

Specialised administrative roles, management responsibilities or accountancy work are all possibilities. You could even be running your own business.

1
Job

IAB Award in Manual
and Computerised
Bookkeeping Level 1 and 2

BTEC Certificate in
Administration - Pearson
level 1 and 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

European Computer Driving Licence - Level 1

30 hours

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CUSTOMER SERVICE AND RETAIL STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You will be dealing with customers of all ages from different backgrounds. In some cases you will be the first point of contact.

WHERE COULD I FIND WORK?

You could find retail work in boutique stores, supermarkets, fashion outlets and department stores. Customer service roles are found in finance, travel, manufacturing, telecommunications, local government and many more.

WHEN WOULD I BE WORKING?

You will be working 35 to 40 hours a week often covering evenings and weekends. There are many flexible working opportunities in this area.

HOW MUCH COULD I EARN?

You could earn £11,000 to £20,000 a year depending upon your qualifications and experience.

AM I RIGHT FOR THIS ROLE?

You'll need to have good communication skills and enjoy helping people. For some jobs you will need to be good at maths for handling cash.

HOW COULD I PROGRESS?

You could get promoted to become a team leader or a manager. With some employers you could work in different departments such as account handling or merchandising.

1
Job

BTEC Diploma in Customer Service Pearson Level 2

BTEC Award in Retail Knowledge Level 2

420 hours

2
English and Maths

Functional Skills qualification in English at Level 1 or 2

Functional Skills qualification in Mathematics at Level 1 or 2

90 hours

3
Work Experience

Award in Employability Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

European Computer Driving Licence - Level 1

30 hours

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TECHNOLOGY AND DIGITAL SKILLS STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You will be working on an individual basis and as part of a team providing a service to different people. You'll be developing your technical knowledge to build, repair and maintain hardware and networks, as well as developing your skills as an end user of software and applications.

WHERE COULD I FIND WORK?

You could find employment in a wide variety of organisations such as schools, colleges, universities, contact centres, the civil service, IT manufacturing industries and private businesses.

WHEN WOULD I BE WORKING?

Working hours could vary greatly. Although working 37 to 40 hours a week Monday to Friday may be common, you may find yourself working evenings,

weekends and doing overtime to meet the demands of the job.

HOW MUCH COULD I EARN?

There are many different types of jobs in IT and you could earn £14,000 to £50,000 a year depending upon your qualifications and experience.

AM I RIGHT FOR THIS ROLE?

You'll need to have a good working knowledge of computer systems and software. For some jobs you'll also need to combine technical skills with creativity and problem solving abilities.

HOW COULD I PROGRESS?

With experience you could become a senior technician, a project manager or set up your own company.

1
Job

European Computer
Driving Licence
(Essentials) Level 1

European Computer Driving
Licence (Extra) Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Coding for Beginners, Design Your Own Webpage, Explore your Digital Footprint, Getting to Grips With Blogging, How to Create an Effective Presentation

30 hours

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MANICURE
RECEPTION
FACIAL
SKIN CARE

COMMERCE AND ENTERPRISE

THIS SECTION COVERS:

- BEAUTY THERAPY
- HOSPITALITY AND CATERING



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BEAUTY THERAPY STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You will be working on an individual basis with customers to help them understand different treatments.

WHERE COULD I FIND WORK?

High street salons, beauty clinics, health spas, hotels and cruise ships are some of the places where you can develop your career.

WHEN WOULD I BE WORKING?

You would be working from 9:00 am until 5:00 pm during the week including Saturdays and some evenings.

HOW MUCH COULD I EARN?

You could earn between £12,000 and £17,000 a year. As a manager your salary could be as high as £20,000 a year.

AM I RIGHT FOR THIS ROLE?

You'll need to have a genuine interest in helping people to feel good about themselves as well as a creative talent for things like nail art and applying make-up. A friendly manner to help people feel relaxed will also go a long way.

HOW COULD I PROGRESS?

After working in a traditional beauty therapy setting you could move into fashion or theatre. You might even decide to set up your own salon.

**1
Job**

City and Guilds Certificate
in Beauty Therapy Level 1

City and Guilds Diploma
in Beauty Therapy Level 2

420 hours

**2
English
and Maths**

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

**3
Work
Experience**

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

**4
Enrichment**

Award in First Aid
at Work (QCF)

Award in Health
and Safety at Work

30 hours

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HOSPITALITY AND CATERING STUDY PROGRAMME

WHAT IS THE WORK LIKE?

There are many jobs to explore and most of them will require you to work with different people in a busy environment. You can explore working 'front of house' in customer facing roles, or you might prefer the heat of the kitchen and train to be a professional chef.

WHERE COULD I FIND WORK?

You could work in a café, a fast food outlet, a restaurant, a hotel or a wine bar. However, jobs can also be found in education, the NHS and the Armed Services.

WHEN WOULD I BE WORKING?

It's likely that you will have to work early in the morning and late at night. You will also need to be available at weekends and during public holidays. Split shifts are common in hospitality.

HOW MUCH COULD I EARN?

Salaries vary depending upon the type of job you choose and could range from £11,000 when your starting out to £50,000 a year when you are experienced and well qualified.

AM I RIGHT FOR THIS ROLE?

Different jobs require different skills but you should be good at doing several tasks at once, be calm under pressure and enjoy providing a service to other people.

HOW COULD I PROGRESS?

You could run your own kitchen as the head chef or you might develop into a high class maître d in charge of service. Alternatively, you might decide to set up your own business.

**1
Job**

City and Guilds Diploma
in Professional Cookery
- Level 1 and 2

Diploma in Hospitality and
Catering Principles - City
and Guilds Level 1 and 2

420 hours

**2
English
and Maths**

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

**3
Work
Experience**

Award in Employability
Skills OCR Level 1

Work Experience Placement

30 hours

**4
Enrichment**

Award in Food Hygiene in Catering Level 2

20 hours

Call us today - we'll help you take the next step - 01670 622112

Sam

DOING WHAT I LOVE, LOVING WHAT I DO! — SAM 19



I struggled with most of my academic subjects but I've always loved to cook. I did quite well in GCSE Food Technology, even on the question that made my teacher laugh. What three things can you do with stale bread? Make bread and butter pudding. Make breadcrumbs. Feed the ducks. I'm not sure that was the answer she was looking for.

Anyway I decided to concentrate on the one area. Mainly because I thought I might do ok and stick at it if I liked it. I enrolled for professional cookery. I did pretty well. I've always enjoyed experimenting with ingredients and making up my own recipes but now I'm getting the right skills to be creative. I've learned how not to experiment wrongly too. The tandoori smoked salmon I made was a total disaster. Now I can confit duck and cook a perfect steak. What a change.

At the end of the course I applied for an apprenticeship in Hospitality and Catering. My teacher gave me a helping hand with my application and I went on an employability course to get me ready for interviews.

Since getting into work I've had the opportunity to prepare a wide variety of food, learn to 'plate up' with a bit of flair. I've also learnt about important things like safety and hygiene. A kitchen can be a busy place and so it's great that I'm being trained by professionals who know what they're doing and support me when the pressure is on.

I've learned to get on with the chef shouting during service and be able to have a pint with him after and know it's not personal. That's the benefit of training. It's made it all real.

I've enjoyed working as part of a team and genuinely feel that I have an important role to play. It's especially rewarding when you get feedback from customers saying how much they have enjoyed their meals. After completing this I hope to progress to being a higher chef.

Who knows? Maybe one day I'll be running my own restaurant!

Call us today - we'll help you take the next step - 01670 622112

**LININGS
TILING
PLASTERWORK
HEALTH
AND SAFETY**

CONSTRUCTION AND ENGINEERING

THIS SECTION COVERS:

- CYCLE MECHANICS
- MOTOR MECHANICS
- GENERAL CONSTRUCTION AND MAINTENANCE
- BRICKLAYING
- CARPENTRY AND JOINERY
- PAINTING AND DECORATING
- WIND ENERGY AND ENGINEERING



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CYCLE MECHANICS STUDY PROGRAMME

WHAT IS THE WORK LIKE?

The work of a cycle mechanic is technical and you will need to be good at identifying faults in order to make repairs. You'll build cycles from scratch and be able to tinker with them for better performance.

WHERE COULD I FIND WORK?

Career opportunities can be found in small independent bike shops, large retail stores, cycle hire centres and sports clubs and adventure centres.

WHEN WOULD I BE WORKING?

You will be working 35 to 40 hours a week including weekends and evenings if required.

HOW MUCH COULD I EARN?

You could earn £13,000 to £19,000 a year although as a senior mechanic your salary could be £25,000 a year.

AM I RIGHT FOR THIS ROLE?

If you enjoy building bikes, solving problems, carrying out repairs and have an eye for detail this could be the job for you.

HOW COULD I PROGRESS?

With experience you could be managing a team of mechanics, working in a specialist role for a racing team or run your own business.

1
Job

City and Guilds Certificate
in Cycle Mechanics Level 1

City and Guilds Certificate
in Cycle Mechanics Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Award in Health and
Safety at Work (QCF)

Scooter Maintenance

30 hours

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MOTOR MECHANICS STUDY PROGRAMME

WHAT IS THE WORK LIKE?

A job in motor vehicle mechanics requires a strong practical ability, knowledge of how systems work and you will need to be good at problem solving to find and fix faults.

WHERE COULD I FIND WORK?

Garages, service centres, construction companies, haulage firms, vehicle hire centres, breakdown organisations, car dealerships, taxi companies, local authorities and the police force are just some of the employers who could offer you work.

WHEN WOULD I BE WORKING?

You will be working 35 to 40 hours a week including weekends and evenings if required.

HOW MUCH COULD I EARN?

You could earn £15,000 to £20,000 a year although as an experienced mechanic your salary could be £25,000 a year.

AM I RIGHT FOR THIS ROLE?

You will need to be good at finding faults, carrying out repairs and testing vehicles to meet safety standards.

HOW COULD I PROGRESS?

With experience you could become a senior technician, specialise in certain makes of vehicle, train to be an automotive engineer or run your own business.

1
Job

**Diploma in Vehicle Systems Maintenance
- City and Guilds Entry Level 1 and Level 3**

420 hours

2
English
and Maths

**Functional Skills
qualification in English
at Level 1 or 2**

**Functional Skills
qualification in
Mathematics at Level 1 or 2**

90 hours

3
Work
Experience

**Award in Employability
Skills OCR Level 1**

Work Experience Placement

60 hours

4
Enrichment

**Award in Health and
Safety at Work**

Scooter Maintenance

30 hours

Call us today - we'll help you take the next step - 01670 622112

CONSTRUCTION MAINTENANCE STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Construction maintenance will involve you working indoors managing and repairing buildings or outdoors on a building site, being part of a team and using a variety of practical skills.

WHERE COULD I FIND WORK?

Employment opportunities can be found with construction firms, sub-contractors, local authorities and utility companies. You could also find work abroad.

WHEN WOULD I BE WORKING?

Usually you would work 39 hours a week from Monday to Friday but you may have to work overtime, weekends or evenings to complete projects to deadline. You may have early starts and work can be seasonal.

HOW MUCH COULD I EARN?

You could earn up to £15,000 a year but with experience, and a willingness to take on more responsibility, your annual salary could reach up to £25,000.

AM I RIGHT FOR THIS ROLE?

You'll need to know about building methods and materials, be physically fit, able to use a variety of tools and have a good head for heights.

HOW COULD I PROGRESS?

You have many choices from handyman and building maintenance work or you could specialise in a construction trade or try something different like estimating or management.

1
Job

City and Guilds Diploma
in Construction Skills
Level 1

CKSILLS Diploma in
Construction Maintenance
Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Award in Health and
Safety in the Construction
Industry

Construction Skills
Certification Scheme

30 hours

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Reece

ON THE HIGHWAY TO SUCCESS REECE, 23



I wasn't sure what I wanted to do when I left school, but I knew I wanted something practical, physical, outside work. I'm a big strong lad and I've always liked grafting and getting a sweat on.

Construction! That's what I wanted. I'll be a brickie or a joiner, maybe. Hard work, good wages.

I started a study programme in construction skills and as part of it I did a taster in working on the roads and highways. I'd never really thought about road works and highway maintenance but thought I'd give it a go.

It was really useful and led me in to the opportunity to apply for a highways job with the Council. I managed to get an interview and was offered a position. Now suddenly I'm getting paid while I work and I am still learning too. I really took to it and felt like I'd become part of a busy, hard-working team. One year later and I'd successfully completed the level 2 qualifications I wanted and moved on to being an advanced student. It sounds good to say that to my mates.

Things are more challenging at Level 3 but I've stuck to it and am really giving it my all.

Being reliable, listening carefully to instructions, taking responsibility, taking care, taking pride in my work – all these things have become second nature to me. I've made a good enough impression to secure a full time permanent job.

You'd think that would be the end of it, but it's not. The Council must see potential in me because they're now funding me to go to Uni and get qualified to become a Highways Inspector!

It's been a long road to get this far, but I can see an even longer future ahead.

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BRICKLAYING STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Bricklaying involves practical skills, using tools and working as part of a team. There will be a lot of working outdoors in this work.

WHERE COULD I FIND WORK?

Employment opportunities can be found with construction companies, sub-contractors and local authorities.

WHEN WOULD I BE WORKING?

Usually you would work 39 hours a week from Monday to Friday but you may have to work overtime, weekends or evenings to complete projects to deadline.

HOW MUCH COULD I EARN?

You could earn between £15,000 and £23,000 a year but with experience your annual salary could reach up to £30,000.

AM I RIGHT FOR THIS ROLE?

You'll need to be keen on construction work, be good at following plans and have a strong practical ability.

HOW COULD I PROGRESS?

You could work towards becoming a site supervisor or consider job roles involving estimating, training apprentices or managing construction projects.

1
Job

CKSILLS Diploma in Bricklaying Level 1 to Level 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Award in Health
and Safety in the
Construction Industry

Construction Skills
Certification Scheme

30 hours

Call us today - we'll help you take the next step - 01670 622112

CARPENTRY AND JOINERY STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You could be working indoors or outdoors using practical skills and a variety of tools.

WHERE COULD I FIND WORK?

Job opportunities can be found with large construction companies, small independent businesses and local authorities. You could also build sets for television and theatre.

WHEN WOULD I BE WORKING?

Usually you would work between 39 and 45 hours a week from Monday through to Friday but you may have to work weekends and evenings to meet deadlines.

HOW MUCH COULD I EARN?

As a joiner you could earn between £18,000 and £25,000 a year but with experience your annual salary could reach up to £30,000 a year or more.

AM I RIGHT FOR THIS ROLE?

You'll need to enjoy working with wood and have good practical skills. You will also need the ability to follow technical plans and make accurate measurements.

HOW COULD I PROGRESS?

With experience under your belt you could be a supervisor on a construction site or doing something quite different like restoring heritage buildings or making stage sets.

1
Job

CKSILLS Diploma in Carpentry and Joinery
Level 1 to Level 3

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Award in Health and
Safety in the Construction
Industry

Construction Skills
Certification Scheme

30 hours

Call us today - we'll help you take the next step - 01670 622112

PAINTING AND DECORATING STUDY PROGRAMME

WHAT IS THE WORK LIKE?

Good practical skills will be important as well as an artistic ability. You could be working inside a domestic home or outside on a large industrial or commercial structure.

WHERE COULD I FIND WORK?

You could find employment opportunities with building firms, local authorities, organisations like the NHS or be involved with projects related to heavy industry.

WHEN WOULD I BE WORKING?

You could be working about 40 hours a week but overtime may be required to complete projects on time.

HOW MUCH COULD I EARN?

You could earn £14,000 to £23,000 a year and you will get more money for overtime work.

AM I RIGHT FOR THIS ROLE?

As a painter and decorator you will need good practical and creative skills. Attention to detail, teamwork and a good head for heights will also be important.

HOW COULD I PROGRESS?

With experience you could get a supervisory role, specialise in restoration work or run your own business.

1
Job

CKSILLS Diploma in Painting and Decorating
Level 1 to Level 3

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

60 hours

4
Enrichment

Award in Health and
Safety in the Construction
Industry

Construction Skills
Certification Scheme

30 hours

Call us today - we'll help you take the next step - 01670 622112

WIND ENERGY AND ENGINEERING STUDY PROGRAMME

WHAT IS THE WORK LIKE?

You could be working with a team to maintain facilities surrounding wind turbines and maintain the turbines themselves to produce substantial amounts of power for consumer use. This requires attention to safety regulations, hazardous chemicals and heavy machinery.

WHERE COULD I FIND WORK?

You could be working for a company that specialises in renewable energy, local government or a university.

WHEN WOULD I BE WORKING?

Depending on your job you could be working 9:00 am to 5:00 pm Monday to Friday or work shift patterns covering evenings and weekends. You could be working onshore or offshore.

HOW MUCH COULD I EARN?

At the start of your career you could be earning between £20,000 and £30,000 a year but experienced engineers can have an annual salary of £60,000.

AM I RIGHT FOR THIS ROLE?

You'll need to not be afraid of heights or being out on open water. It's useful to have some good maths skills as well as an interest in problem solving, teamwork and practical work.

HOW COULD I PROGRESS?

Building upon your experience and qualifications you could progress to becoming a wind turbine technician: many will eventually be considered for team leader or management positions and to get involved in planning projects or working as a consultant.

1
Job

ITC Certificate in Preparing to Work in the Wind Turbine Industry Level 1

EAL Certificate in Performing Engineering Operations Level 1

420 hours

2
English and Maths

Functional Skills qualification in English at Level 1 or 2

Functional Skills qualification in Mathematics at Level 1 or 2

90 hours

3
Work Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

Award in Health and Safety at Work

Fire Awareness, First Aid, Manual Handling, Sea Survival, Working at Height

60 hours

Call us today - we'll help you take the next step - 01670 622112



**COMMUNICATION
SAFEGUARDING
EQUALITY,
DIVERSITY
AND INCLUSION**

HEALTH, CARE AND EDUCATION

THIS SECTION COVERS:

- ADULT SOCIAL CARE
- CHILD CARE
- TEACHING ASSISTANTS



Call us today - we'll help you take the next step - 01670 622112

ADULT SOCIAL CARE PROGRAMME

WHAT IS THE WORK LIKE?

Jobs in adult social care will involve lots of face to face contact supporting people who have different needs. These could be physical care needs, mental health support, and assistance with short, long term and life limiting medical conditions.

WHERE COULD I FIND WORK?

You could find work with local authorities, private care agencies, the NHS, nursing homes, schools, the armed forces, the prison service or private companies.

WHEN WOULD I BE WORKING?

Working hours will vary depending on the type of job you decide to do. You will need to be flexible and prepared to work weekends, evenings, night shifts and bank holidays.

HOW MUCH COULD I EARN?

At the start of your career you could be earning between £12,000 and £16,000 a year but if you gain experience and build upon your qualifications your wages could increase to £21,000 a year. In careers like nursing, salaries vary from £21,000 to over £41,000 depending on experience.

AM I RIGHT FOR THIS ROLE?

You should be genuinely interested in making a difference to people's welfare and enjoy helping them. You'll need to be calm, have a friendly manner and a good sense of humour.

HOW COULD I PROGRESS?

You could progress to a role where you have management responsibilities or take up further training to specialise in another area of health and social care.

1
Job

NCFE Preparing to Work in Adult Social Care Level 1 and 2

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

First Aid, Manual
Handling, Safeguarding
and Prevent

Mental Health
Awareness

60 hours

Call us today - we'll help you take the next step - 01670 622112

CHILD CARE PROGRAMME

WHAT IS THE WORK LIKE?

Careers in childcare involve working closely with children and adults. You will be responsible for making sure that children in your care grow and learn in a safe environment.

WHERE COULD I FIND WORK?

You can find job opportunities in nurseries or where there are crèche facilities. You can also work on a self-employed basis.

WHEN WOULD I BE WORKING?

You might need to start work early in the morning and finish in the early evening. Some nurseries are open on Saturdays. If working for yourself, you will need to fit in with the needs of parents.

HOW MUCH COULD I EARN?

As a trainee you could be earning between £10,000 and £14,000 a year but with experience your wages could increase to £22,000 a year. Rates for childminding tend to vary around the country.

AM I RIGHT FOR THIS ROLE?

You should be genuinely interested in the welfare of children, have a positive outlook, work well as part of a team and have lots of ideas for creative play.

HOW COULD I PROGRESS?

You could become a nursery manager or train to be a teaching assistant or a network co-ordinator for local childminders.

1
Job

NCFE Award in Working
with Children Level 1

NCFE Certificate in Children
and Young People's
Workforce Level 2 and 3

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

30 hours

4
Enrichment

First Aid, Manual
Handling, Safeguarding
and Prevent

Mental Health
Awareness

60 hours

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Christine

IF I CAN DO IT, ANYONE CAN CHRISTINE, 19

When I was younger, I went to a mainstream school for a while. It didn't really work for me. I was eventually sent to a school a few miles away from where I lived. I was put in a taxi and taken to school and back. They mainly helped me get my English and maths sorted.

After I left school I went to a learning open day and met staff who worked with school children and babies in a nursery. I always wanted to work with babies and toddlers. I went away to find a voluntary placement in a village not far from where I lived. I had a police check done by the centre and started to work 3 days a week in a nursery.

Because of my slight learning disability I started on a basic award to learn to work with children. Me and my tutor thought it was best to start at the beginning and work my way up. I went to class every week and placement 3 days per week.

On a Tuesday, my day off, I decided to finish my maths and English which I started at my old school. They never did get it quite sorted. Anyway, I got lots of help and I passed my level 2. My mum was really pleased.

The placement was happy with me too because they said that getting the level 2 was the key to getting on the next course and they would give me the higher work to do to help me pass my course. I applied and got on to the level 2 qualification in child care.

I still went to class every week, still did my placement. But I got more responsibility in the placement working with the kids and learning what I needed to. We did all sorts with the children, storytelling, outings, wet and dry play with sand and water. Work was fun. I never thought I'd say that. The babies had a different room which eventually I got to work with when I was qualified.

My next step is to get to be a team leader in the nursery. I will get there. But I have higher hopes. Like a foundation degree.

That was the best thing I ever did, going to that open day.

Call us today - we'll help you take the next step - 01670 622112

TEACHING ASSISTANT STUDY PROGRAMME

WHAT IS THE WORK LIKE?

A career as a teaching assistant will involve working closely with children alongside parents and teachers. You can specialise in working with groups of learners, for example those with different languages to English, or those with special needs.

WHERE COULD I FIND WORK?

You'll find job opportunities in nurseries and all different types of schools.

WHEN WOULD I BE WORKING?

As a full time teaching assistant you will be working around 40 hours a week during term time. You will also need to be prepared to take part in school trips, staff meetings and training days.

HOW MUCH COULD I EARN?

Salaries vary between £13,000 and £18,000 a year but in more senior roles you could earn up to £25,000.

AM I RIGHT FOR THIS ROLE?

You will need to be passionate about helping children to learn. Good literacy and numeracy skills will be particularly important. It also helps if you have a good imagination for creative activities.

HOW COULD I PROGRESS?

You could become a senior assistant or be awarded Higher Level Teaching Status. If you have the right qualifications you could even progress into teaching.

1
Job

NCFE Award in Working
with Children Level 1

NCFE Certificate in
Supporting Teaching and
Learning Level 2 and 3

420 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability
Skills OCR Level 1

Work Experience Placement

30 hours

4
Enrichment

First Aid, Manual
Handling, Safeguarding
and Prevent

Mental Health
Awareness

60 hours

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PREPARING FOR HIGHER EDUCATION

This course is for anyone planning to study at higher levels such as the Access to Higher Education Diplomas for Nursing, Allied Health care, Education or Health and Social care with the aim of getting in to university to study. The course gives you all you need to progress in an academic study field.



1
Job

European Computer
Driving Licence -
Level 1 and 2

GCSE Science

345 hours

2
English
and Maths

GCSE English

GCSE Mathematics

195 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

Academic Writing, Study and Exam Skills

30 hours

Call us today - we'll help you take the next step - 01670 622112

HUMANITIES AND SCIENCE

This programme offers GCSEs in humanities and science to give you an excellent foundation for continuing your studies to A Level standard and into higher education. The course includes vital skills in academic writing to get the very best results first time.



1
Job

GCSE History, Psychology, Science, Sociology

460 hours

2
English
and Maths

Functional Skills
qualification in English
at Level 1 or 2

Functional Skills
qualification in
Mathematics at Level 1 or 2

90 hours

3
Work
Experience

Award in Employability Skills OCR Level 1

30 hours

4
Enrichment

Academic Writing, Study and Exam Skills

20 hours

Call us today - we'll help you take the next step - 01670 622112



BE ABLE TO MAKE A FRESH START

SOMETIMES, WE NEED SOME EXTRA HELP TO MAKE THE BEST START TO OUR ADULT LIVES. THAT'S WHERE FRESH START COMES IN. FRESH START IS A PROGRAMME DESIGNED TO GET YOU BACK ON TRACK, NO MATTER WHERE YOU BEGIN.

THERE ARE 4 FRESH START PROGRAMMES,
EACH DESIGNED TO GET YOU TO WHERE YOU WANT TO BE.

Call us today - we'll help you take the next step - 01670 622112

ENGLISH AND MATHS BOOSTERS - FUNCTIONAL SKILLS

If you worry about maths or English, then you're not alone. Thousands of young people do. You might find it difficult to read. You might struggle to add up the cost of food or mobile phone bills. You might be budgeting for the first time. It could be that you want to take a particular course and you need to have passed English or maths.

Whatever your challenge, we can help you.

We run maths and English classes in every one of our centres. And here's the good news: all English and maths classes are free. We teach in small classes, making it easier for you to work together and learn these vital skills. We believe that people work best in a relaxed atmosphere. It's up to you. But don't let your worries about English or maths hold you back.

You will be able to:

- Learn the basics
- Improve your everyday English: reading, writing, spelling, grammar, speaking and listening skills
- Improve your everyday maths: addition, subtraction, division, multiplication, fractions, percentages, shape, ratio and budgeting skills
- Refresh your skills and improve your confidence
- Gain recognised qualifications that employers are looking for

Sessions are available throughout the day. Your course will last around 18 weeks from your start date and you can begin any time.

Call our Young People's Team on **01670 622112** whenever you are ready to find out more.

Our staff will organise an appointment for you to visit and complete a short online check to tell us what level you are at. We'll then work with you to slot you into the right class for your level. Here are some of our functional skills class times, but if these times aren't right for you, contact us anyway, and we will arrange help at the time you need.

English and Maths Boosters – Functional Skills

English	Monday	Tuesday	Wednesday	Thursday	Friday	Maths	Monday	Tuesday	Wednesday	Thursday	Friday
Alnwick		●	●	●		Alnwick		●	●	●	
Ashington	●	●		●	●	Ashington	●		●	●	●
Bedlington	●		●	●	●	Bedlington	●	●	●	●	
Berwick	●	●	●	●		Berwick	●	●			
Blyth	●	●	●	●		Blyth	●	●	●	●	
Cramlington		●				Cramlington		●	●		
Hexham	●	●		●		Hexham	●	●		●	
Morpeth		●			●	Morpeth	●	●			●
Prudhoe	●		●		●	Prudhoe	●		●		●

ENGLISH AND MATHS - GCSE AND A LEVELS

Good grades in GCSE English Language and Maths are essential for higher study and many employers look for passes in these subjects. Here's your chance to get that pass with our GCSE programmes. If you don't already have a C grade or above, then we'll train and examine you for free.



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ENGLISH AND MATHS - GCSE COURSES

Course	Day	Start Date	Start Time	End Time	Hours	Weeks	Fee	Course Code
English Language GCSE								
Alnwick	THU	22/09/2016	17:30	20:30	3	30	£140.00	ALN16051
Alnwick	TUE	20/09/2016	09:30	12:30	3	30	£140.00	ALN16059
Bedlington	FRI	23/09/2016	13:30	16:30	3	30	£140.00	BED16012
Bedlington	TUE	20/09/2016	17:30	20:30	3	30	£140.00	BED16104
Berwick	WED	21/09/2016	17:30	20:30	3	30	£140.00	BER16077
Blyth	TUE	20/09/2016	17:30	20:30	3	30	£140.00	BLY16057
Hexham	THU	22/09/2016	09:30	12:30	3	30	£140.00	HEX16042
Hexham	THU	22/09/2016	18:00	21:00	3	30	£140.00	HEX16058
Morpeth	MON	19/09/2016	17:30	20:30	3	30	£140.00	MOR16045
Northumbria House	THU	22/09/2016	17:30	20:30	3	30	£140.00	CRA16027
Northumbria House	TUE	20/09/2016	09:30	12:30	3	30	£140.00	CRA16035
Prudhoe	MON	19/09/2016	17:30	20:30	3	30	£140.00	PRU16030
Prudhoe	TUE	20/09/2016	09:30	12:30	3	30	£140.00	PRU16060
Maths GCSE								
Alnwick	WED	21/09/2016	13:00	16:00	3	35	£140.00	ALN16079
Alnwick	WED	21/09/2016	17:30	20:30	3	35	£140.00	ALN16094
Bedlington	MON	19/09/2016	13:00	16:00	3	35	£140.00	BED16027
Bedlington	WED	21/09/2016	17:30	20:30	3	35	£140.00	BED16123
Berwick	THU	22/09/2016	17:30	20:30	3	35	£140.00	BER16041
Blyth	FRI	23/09/2016	09:30	12:30	3	35	£140.00	BLY16009
Blyth	MON	19/09/2016	17:30	20:30	3	35	£140.00	BLY16031
Hexham	THU	22/09/2016	14:00	17:00	3	35	£140.00	HEX16051
Hexham	WED	21/09/2016	18:00	21:00	3	35	£140.00	HEX16103
Morpeth	FRI	23/09/2016	09:30	12:30	3	35	£140.00	MOR16001
Morpeth	TUE	20/09/2016	17:30	20:30	3	35	£140.00	MOR16072
Northumbria House	TUE	20/09/2016	13:30	16:30	3	35	£140.00	CRA16037
Northumbria House	TUE	20/09/2016	17:30	20:30	3	35	£140.00	CRA16038
Prudhoe	TUE	20/09/2016	13:30	16:30	3	35	£140.00	PRU16067
Prudhoe	TUE	20/09/2016	17:30	20:30	3	35	£140.00	PRU16070

Call us today - we'll help you take the next step - 01670 622112

Daniel



I thought maths was rocket science, Daniel, 24

I could never get my head around maths at school. The more they tried to teach me, the less I seemed to understand. No great surprise that I left school with a sorry looking E grade at GCSE!

But you know what, it's amazing how many jobs (and even some Apprenticeships) won't even interview you without a Grade C or above in maths. It was time for me to have another go at this so I enrolled on an evening class at my local centre.

It was different, really different. I don't know if it was having a mix of younger and older people in the class, having a really enthusiastic tutor or just the fact it didn't feel like school, but slowly and surely, I started to get it.

Fractions, percentages, ratios - when these things are explained to you in a room full of people who WANT to be there, you just get caught up in it all. People would help each other in class. I even found myself doing homework exercises from the on-line resources made available to me.

The punchline - I only went and got a B! I was so proud of myself. And that helped me apply for and get a job I really wanted.

Here's a sum for you.

Revisiting maths + applying yourself = success!

Call us today - we'll help you take the next step - 01670 622112



TAKE THE FAST TRACK INTO WORK

GETTING A JOB IS AS MUCH A SKILL AS DOING THE JOB ITSELF. EMPLOYERS LOOK FOR CERTAIN THINGS IN POTENTIAL EMPLOYEES. THEY WANT PEOPLE WHO ARE CLEAR ABOUT WHAT THEY CAN OFFER, WHO ARE CONFIDENT, WHO PRESENT THEMSELVES WELL AND WHO UNDERSTAND WHAT THEIR POTENTIAL EMPLOYER WANTS.

Few people are naturally good at these things. We all have to learn them.

The good news is that we can teach you how to get a job, how to get yourself ready to be employed.

We run intensive two-week courses that focus on:

- Surviving till you get a job: understanding benefits and budgeting
- Preparing your CV, applications and letters of introduction
- Interview techniques and practice interviews with real employers
- Staying motivated and dealing with rejection
- Dress codes and personal presentation skills
- Getting your IT up-to-scratch - you can even add on an IT qualification if you want

Our Fast Track to Work courses start **EVERY THREE WEEKS**. They are 2 week intensive courses.

CALL OUR YOUNG PEOPLE'S TEAM ON 01670 622112 WHENEVER YOU ARE READY TO FIND OUT MORE

Call us today - we'll help you take the next step - 01670 622112

Job Club

IT'S EASY TO FEEL THAT YOU'RE FACING
LOOKING FOR WORK ALONE.

Job Clubs, where you can meet and be supported by experts as you search, have been very successful in helping people find permanent work. We focus on helping you to prepare your CV and how to create cover letters and applications.

And we can help give your confidence a boost as you get ready for interviews. Our experts are always at hand to help you make the most of opportunities as they come along. You can drop in any week between the start and end time.

Location	Day	Start Time	End Time
Alnwick	MON	13:00	15:00
Alnwick	THU	10:00	12:00
Ashington	TUE	13:00	15:00
Ashington	FRI	09:30	11:30
Bedlington	TUE	09:30	11:30
Bedlington	THU	09:30	11:30
Berwick	MON	09:30	11:30
Berwick	FRI	09:30	11:30
Blyth	WED	09:30	11:30
Blyth	FRI	09:30	11:30
Cramlington	MON	09:30	11:30
Cramlington	THU	09:30	11:30
Hexham	TUE	13:00	15:00
Hexham	WED	15:30	17:30
Hexham	FRI	09:30	11:30
Morpeth	MON	09:30	11:30
Morpeth	WED	13:00	15:00
Prudhoe	WED	09:30	11:30
Prudhoe	FRI	09:30	11:30



CALL OUR YOUNG PEOPLE'S TEAM ON 01670 622112
WHENEVER YOU ARE READY TO FIND OUT MORE.

Call us today - we'll help you take the next step - 01670 622112

'WHEELS TO WORK'

SCOOTER & ELECTRIC BIKE LOANS

**ARE YOU STRUGGLING WITH TRANSPORT TO GET INTO WORK?
ARE YOU UNABLE TO ACCEPT A JOB AS YOU CAN'T GET THERE?**

We loan scooters to people who live or work in Northumberland and have difficulties getting into work, due to a lack of suitable transport.

Prices per week start from:-

- £14 per week for an **electric bike**
- £17 per week for a **50cc scooter**
- £22 per week for a **125cc scooter**
- This includes all the training and equipment you need to get on the road.
- We insure all scooters and maintain them for you.

Wheels 2 Work is fantastic offer available to anyone who:-

- Is aged 16 and above
- Lives in Northumberland and can work anywhere in the North East.
- Works in Northumberland and lives outside of Northumberland.
- Has secure employment, is training as an Apprentice, or has the offer of secure employment but you can't take up the offer as you have no means of transport.
- Must have secure storage at your home address.



For more information

contact David or Kay on:- 01670 620136 or 07974 388651

e-mail: w2w@Northumberland.gov.uk



Tracy

ONE STEP AT A TIME - TRACY, 19

If people keep telling you you're rubbish, you end up believing it. I got bullied at school, it affected my confidence, my exam results and even my health. I couldn't wait to leave but wasn't really prepared for anything next.

I didn't want to be a top boss or anything, just try and find a job I enjoyed and could do well at. But with poor GCSE grades, low self-esteem and self-confidence, I didn't even know where to start.

When I heard about a Fast track to Work course, I thought maybe that's just what I need. Someone to tell me and show me how to get on in life. And you know what? It did. I started to understand what I needed to do and how I could go about it. They helped me pull stuff together, gave me lots of tips and advice and helped me start identifying my career goals.

With the help of that course, I managed to get on to a Traineeship, helping out in the classroom of my local first school. It seemed strange to want to go back into a school. But this time it was different. I was happy there. The staff and students were great. I felt looked after. And they cared about me doing well as much as they cared for the children. I continued to work on my employability skills but also we started on making my maths and English skills better. Best of all though was still the work experience.

I learned so much about what to do, how to do it and why to do it. I found something I was good at and getting good feedback just boosted my confidence.

So much so, I managed to get an Apprenticeship to be a teaching assistant. I'm still working on my maths and English but now I'm doing a diploma too. And they're paying me to do it!

**Now I feel part of the school I work in. Part of a team.
And I have a future.**

Call us today - we'll help you take the next step - 01670 622112



BE IN WORK AND EARNING

**SAY YOU WANT TO GET A JOB BUT YOU DON'T
HAVE THE RIGHT QUALIFICATIONS - OR EXPERIENCE -
WHAT COULD YOU DO?**

You might still be at school and keen to leave but feel you can't. Or you may have left and have no prospects. Two words might help you: **traineeships** and **apprenticeships**.

Both could offer you a future.

You might not realise it, but even if you're at school you could still choose another route, and apply for either a traineeship or an apprenticeship. The key is to be still learning.

INTERNSHIPS

A supported internship is one type of study programme specifically aimed at young people aged 16 to 24 who have a statement of special educational needs, a Learning Difficulty Assessment, or an EHC plan, who want to move into employment and need extra support to do so.

We are pleased to help you to develop the skills and experience, and achieve the qualifications you need to succeed in your career and give you the right preparation and support. Internships normally last for a year and include unpaid work placements of at least six months. You will also complete a personalised study programme which includes the chance to study for relevant qualifications, and if you haven't been successful in GCSE's in English and maths to grade C or higher, then we'll crack on and help you with that too.

Call us today - we'll help you take the next step - 01670 622112



TRAINEESHIPS

A traineeship is a placement with a business, organisation or company to get you ready for work or further development. You have to be between 16 and 24 years old.

This might be a good option for you if you have applied for apprenticeships or work and haven't been offered a place. It could be that people have felt that you're not quite ready for work. It could even be that you're not really sure yet what you want to do. **A traineeship gives you the opportunity to get ready for work.**

You would:

- Do off the job classes in English, Maths, ICT and employability
- Receive a personal coach and mentor
- Attend work experience with a great local employer
- Be able to try more than one occupation at a time
- Have the chance to show an employer what you are made of
- Be able to fast track to an apprenticeship, you'll be apprenticeship ready by the end of the programme

Traineeships last from between one and six months – and they don't affect your benefits. You would not normally be paid but you may be eligible for financial help, and help with your child care and travel.

The key thing about traineeships is that they prepare you for work or apprenticeships. They help you to build confidence and to understand the skills and behaviours that employers are looking for.

All vacancies are advertised online. All applicants will get a one to one guidance interview to help find the perfect traineeship and prepare you for an employer interview.

You can apply at <https://www.gov.uk/find-traineeship>

APPRENTICESHIPS

Apprenticeships are on the job training opportunities. They are often the best way into work since they give you the chance to work with an employer, to understand their business and to develop your skills at the same time. They're perfect for people who learn by doing rather than by studying. They give employers the chance to see where your future lies when your apprenticeship is completed. What's more, you earn while you learn. Apprentices can earn upwards of £100 a week.

You would:

- Be invited to a screening and interview day to help prepare you for interviews
- Do off the job classes in English, Maths, ICT, rights and responsibilities, thinking and learning skills
- Receive a personal lecturer who will guide you through the programme
- Be trained for an occupation and get your 'ticket' to practice

All apprenticeship vacancies are advertised online - you can apply at <https://www.gov.uk/apply-apprenticeship>

Call us today - we'll help you take the next step - 01670 622112

Callum



I really feel I'm going places

- Callum, 22

I remember I really pondered a long time about whether or not to apply for an Apprenticeship. If I'd known then what I know now, I wouldn't have hesitated at all.

In Sixth Form, doing my A' Levels, it seemed like everyone was being primed for Uni. Whilst I quite fancied the idea of living away from home and the lure of student parties, I really didn't fancy a thirty grand student debt at the end of it!

A chance meeting with an old mate, who'd left school after his GCSE's to become an Apprentice, got me thinking. Get paid while you train and learn 'real' job skills directly from experienced experts – it all sounded very tempting.

Well, four years down the line and I am a fully employed practice officer in a Legal Team of a very busy local solicitors. I've learned so much from my work colleagues and tutors, and my skills and knowledge have helped me gain my diplomas in business. And, getting paid all the while meant I could afford to get my first car too!

I can't see how I could have learned as much from a text book or lecture. It's that first-hand experience that really counts. I've just signed up for the Level 4 Higher Apprenticeship in Administration. As my duties grow and I get more responsibility and complexity, I want to get assessed and certificated for what I can do.

And after that, I'll get my degree through an Apprenticeship too.

CONTACT OUR TRAINEESHIP AND APPRENTICESHIP TEAM ON 01670 622114 FOR HELP

Call us today - we'll help you take the next step - 01670 622112



I WANT TO LEARN, WHERE AND WHEN CAN I DO IT?

Alnwick Adult Learning Centre
Lindisfarne Road
Alnwick
NE66 1AX
Tel: 01665 604563

Ashington Adult Learning Centre
Freeman Way
Ashington
NE63 0YB
Tel: 01670 854372

Bedlington Adult Learning Centre
Jubilee Terrace
Bedlington
NE22 5HB
Tel: 01670 823821

Berwick Adult Learning Centre
Walkergate
Berwick upon Tweed
TD15 1DB
Tel: 01670 626107

Blyth Adult Learning Centre
Princess Louise Road
Blyth
Northumberland
NE24 2TS
Tel: 01670 622099

Cramlington Adult Learning Centre
Northumbria House,
Manor Walks
Cramlington
NE23 6UR
Tel: 01670 622104

Hexham Adult Learning Centre
The Gatehouse
Wanless Lane
Hexham
NE46 1BU
Tel: 01434 607298

Morpeth Adult Learning Centre
Cottingwood Lane
Morpeth.
NE61 1DN
Tel: 01670 622257

Prudhoe Adult Learning Centre
The East
Front Street,
Prudhoe
Northumberland
NE42 5HN
Tel: 01661 836215

You might be interested in learning elsewhere in Northumberland. You can download course guides and maps for all areas of Northumberland from www.northumberland.gov.uk/adultlearning.

Call us today - we'll help you take the next step - 01670 622112

OUR TERMS AND CONDITIONS

These courses are designed to help you build your professional and technical skills or get a second chance at education if you haven't succeeded in learning before. Courses help you to return to work, or prepare you to go on to higher level studies. All of our skills courses involve assessment for a nationally recognised qualification like awards, certificates, diplomas, GCSE's, A Levels and Access to Higher Education Diplomas. You are expected to take any assessment if you enrol for these courses.

For 16-18 year olds these courses are free.

For learners with special educational needs aged from 16-25 these courses are free.

For young people in school undertaking the programme as alternative education, charges to schools are available from the Young People's Team on **01670 622112**.

Learner Support

If you have a disability, learning difficulty or other particular need (like you are a young carer and need extra support) we will make any reasonable adjustment to our programmes to help you access and get the most out of your studies with us. Our Learning Support team are here to help you. They can assist with arranging:

- Advice and guidance to help you decide if we're right for you
- Learning support, signers, translators, communicators, readers or other types of help for you in the classroom
- Assessment for dyslexia
- Specialist equipment
- Extra time for examinations and assessment
- Course materials in another format
- Counselling and other confidential sessions to talk to our advisers
- Other kinds of support you think would help you succeed on your course

You are strongly encouraged to let us know as soon as possible if you require any special arrangements to be made. If you'd like to speak to our Learning Support team, call them on **01670 622100**.

Financial Support

Bursary Fund

Full-time learners aged 16 to 18 may be eligible to receive up to £1,200 through our bursary scheme. How much money you may be entitled to will depend on your household income and circumstances. Application packs are available from Gemma on **01670 622105**.

Travel

If, in September 2016, you are entering Post-16 education for the first time, then in general terms Northumberland County Council will not normally provide, make arrangements for or meet the costs of any transport required for you to travel from home to your place of study. If you live in an area served by public transport you will need to make your own travel arrangements and purchase the appropriate travel pass through a commercial operator such as Arriva, Go North East or Stagecoach. You will be bound by their Terms and Conditions. However, students in the following categories may be eligible for assistance, including financial assistance, with their transport from home to their place of study:

- i. Students from Low Income Households
- ii. Students with a Statement of Special Educational Needs or an Education, Health and Care Plan
- iii. Students with Medical Conditions/Disability
- iv. Students who live in areas without access to Public Transport.

For more information and an application form please contact the School Transport team Monday to Friday from 8am to 6pm (excluding bank holidays) on **0345 600 6400**.

If you are not eligible for the post 16 travel scheme, please let us know as we may be able to help with your transport.

Childcare

If you are a parent under the age of 20 you can get help with your childcare costs through "Care to Learn". This provides financial support to young parents who want to continue their education and need help with the cost of childcare. The scheme is administered nationally. Go to <https://www.gov.uk/care-to-learn> for more information.

Work Placements and Experience

If you need a work placement to complete your programme, we'll do all we can to help you find a relevant placement that will give you the experience you need. Going into a work placement on a regular basis or on a block release will help you to become confident in new environments and with new people. It will help you to further develop your skills outside the classroom in the real world, provide the evidence you need for your qualification, and give you a great addition for your CV and job applications. You can also find your own work placement too, and we'll check out for you that the employer will be able to provide you a safe place to work and the range of opportunities you need.

Student Union

We are registered with the National Union of Students (NUS) which enables all our students to purchase an NUS card to benefit from a massive range of discounts. You must be 16 or over and studying with us to be eligible for an NUS extra card. The card is available to students, studying full time or part time. Your course must have started, before you are eligible to purchase an NUS extra card. The Students' Union is also there to provide advice and guidance, and support and campaign for Students' rights.

Your Health and Wellbeing

Safeguarding learners' well being is at the heart of our Service. We have Safeguarding and Health and Safety Officers. If you are concerned at any time during your study, they are there to help and support you. When you start learning with us you'll be given their emergency contact cards to help you. We also have a range of other services to help you. This includes courses in mental health awareness, sexual health awareness, alcohol and substance misuse awareness. The courses run at various times throughout the year and can help with your own wellbeing and help you to watch out for those around you. We can help you to access C-Card and other sexual health services.

Disclaimer

Northumberland County Council takes all reasonable steps to provide the services and courses described in this prospectus. However, it does not guarantee the provision of such services. The provision of courses is dependent on there being sufficient demand and funding to make their operation viable. The information provided in this brochure is, to the best of our knowledge, accurate at the time of going to print. We accept no liability for any errors or omissions and we reserve the right to alter, amend or remove courses listed without notice.

Other Formats

If you need this information in large print, Braille, Audio, or in another format or language, please contact us:

Telephone: **01670 622103**

Type talk: **01800108456006400**

Email: adultlearning@northumberland.gov.uk