



Northumberland
County Council

you live, you learn

ADULT LEARNING COURSES GUIDE AUTUMN 2018



Call 0345 600 6400 to enrol or visit www.northumberland.gov.uk/adultlearning

What's in our course guide

CONTENTS

HOW TO USE THIS GUIDE	3
THERE'S MORE TO US THAN MEETS THE EYE	4 & 5
FUZE-ING LEARNING & FUN!	
TALL SHIPS	
RURAL DIGITAL PROJECTS	
ART AND WELLBEING	6
HORTICULTURE	7
SCIENCE	8
CONSTRUCTION	9
DIGITAL SKILLS	10
INSIDE STORY - WITH ANGIE KAY	11
HOSPITALITY AND CATERING	12
LEISURE AND CUSTOMER SERVICE	13
HEALTH AND SOCIAL CARE	14 & 15
EDUCATION AND CHILDCARE	16 & 17
MATHS, ENGLISH AND ESOL	18 & 19
EMPLOYABILITY	20 & 21
LANGUAGES, LITERATURE AND COMMUNICATION	22 & 23
HOW WE SUPPORT YOU	24 & 25
APPLICATION FORM	26
HOW TO ENROL	27

The case studies in this brochure are based on real people. A big thank you to them for sharing their stories.



YOU LIVE, YOU LEARN WITH NORTHUMBERLAND COUNTY COUNCIL

WELCOME TO THE ADULT LEARNING AUTUMN 2018 PROSPECTUS

Welcome to a new academic year; we saw thousands of Northumberland residents on our Learning and Skills courses last year and it's our ambition to see more over the next 12 months.

Our team has worked hard to create exciting courses with a focus on getting you the skills you need to advance your career, retrain, find employment or simply try something new.

This year we are proud to have a focus on Health and Social Care. The courses are designed to offer qualifications, experience and enrichment, to nurture and develop those who want careers in social care in Northumberland (more on page 14).

Roles are varied from care assistant to rehabilitation worker and from supervisor to counsellor, to name just a few.

So if you've got a caring personality and are empathetic this could be for you.

In addition we'll be piloting a scheme to deliver digital skills to rural communities. Our Learning and Skills tutors work in Wooler, Seahouses, Bellingham and Tarsset, bringing digital equipment and knowledge with them. Would your community group like to be next?

So whether you run a small business and want to expand productivity, need to know how to navigate online tax forms or want to connect with family using your phone or tablet we can help. Please get in touch (more on page 4).

With over 98% of our learners recommending our courses to friends and family we're sure you'll have a great time, increase your skills, and meet like minded people.

What will you choose?

Wayne Daley

Portfolio Holder for Children's Services

WE'RE LISTENING - IF THERE ARE ANY COURSES YOU'D LIKE TO SEE LISTED, EMAIL US AT ADULTLEARNING@NORTHUMBERLAND.GOV.UK WITH THE SUBJECT LINE "COURSE FEEDBACK".

How to use this guide

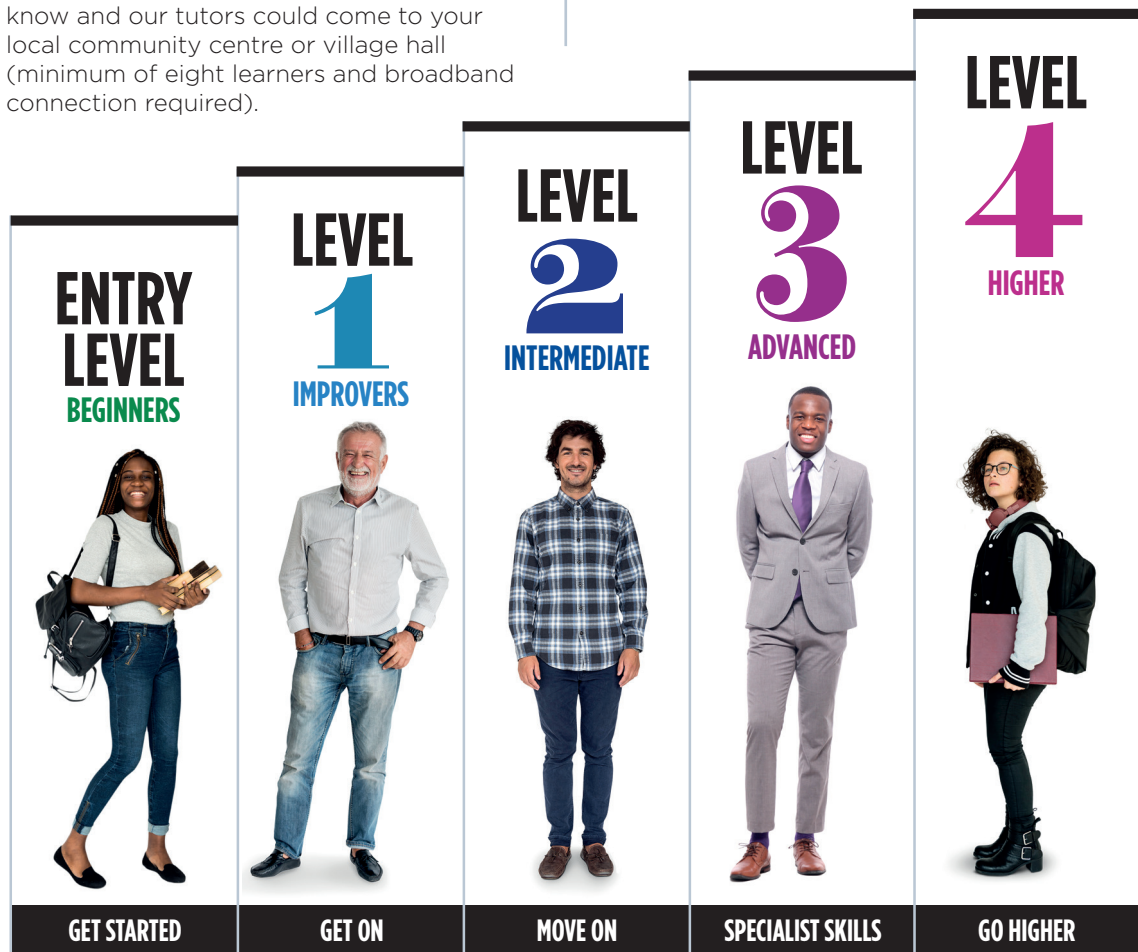
Our courses are designed to improve your skills, fit in with your lifestyle, help you into a career or improve your prospects.

Starting at the right level for you is important, check the table below to begin, continue or advance your studies. If you are uncertain and need more information full course descriptions are available online at www.northumberland.gov.uk/adultlearning Here you will find levels, contents, key modules and entry requirements (if applicable), progression and career options.

Choose a course and location, we have ten learning centres across Northumberland. If you don't live near a centre let us know and our tutors could come to your local community centre or village hall (minimum of eight learners and broadband connection required).

Once you've made your decision make a note of the course code and enrol by either ringing **0345 600 6400** or book in person at one of our learning centres (full contact details on the back cover).

Or, you can post the form on page 26. If you have any questions please get in touch, email us at adultlearning@northumberland.gov.uk





THERE'S MORE TO US THAN MEETS THE EYE

FUSE-ing learning & fun!

Join us at an open day on 8th September 10am to 2pm.
To find out more about Learning and Skills at FUSE.

No need to book - bring along your friends and family.

Code robots in our iMac studio - kids vs grown ups!
Get involved in the green screen studio, have a go with Garage Band in the recording studio, learn more about how radio stations work, see amazing experiments in the science lab, make your own upcycled bag in our creative zone.

Learn more about our new September courses, meet our tutors and enrol.

- Health and Social Care
- Childcare and Education
- Family Projects: CoderDojo, Raspberry Pi, Arduino, Games Design
- Level 2 Certificate in Radio

- Find out what financial support or loans you may be entitled to
- Find out more about our NCC Apprenticeships programme
- See a careers adviser if your not sure what course to study



FUSE MEDIA CENTRE, PRUDHOE, MOOR ROAD
CALL MATTHEW CROWE 01670 623 689

Tall Ships

Exploring our future inspired by our past.

A partnership between Learning and Skills, Port of Blyth and Blyth Tall Ship gives the opportunity for our learners to get hands on experience in marine engineering and the offshore industry.

Our taster sessions which launched just before the summer offer a high ratio of trainers to learners with experts who have a lifetime of experience. As part of the course there's the chance to visit local engineering and offshore companies to see first hand the careers available in these sectors.

Those who excel can progress to the industry standard EAL qualification and to NVQ level 1, 2 and 3 in marine engineering. Modules include wooden component making, marine engines, wire rigging and marine finishes.

Clive Gray, Chief Executive of Blyth Tall Ship, said "This is a unique opportunity for locals to access the work that goes on in Port of Blyth, we have a wealth of talented individuals in this part of the county and the Blyth Tall Ship programme can provide a foot in the door."



**PLEASE CALL
DAWN ON
01670 622 103
TO BOOK A
TASTER COURSE
DATES BELOW.**

**13/09/2018,
11/10/2018 & 15/11/2018
9.30AM - 15.30PM**



RURAL DIGITAL PROJECT

This summer saw the launch of a NEW digital programme aimed at providing those living in rural communities with the chance to improve their digital skills.

'Community Chest Kits' - laptops, portable printers and iPads - have been allocated to each of the Northumberland regions, and tutors with a passion for all things digital are ready to commence teaching programmes.

A group of over 65s in Seahouses wanted basic online skills whilst a cohort of farmers in Tarset are getting help 'making tax digital' in anticipation of the compulsory online system in April 2019.

Whatever your digital needs we can help with a bespoke programme for your community.

**80% OF RURAL FIRMS
SAID THEY SEE
ONLINE TOOLS AS
KEY TO THEIR FUTURE
GROWTH PROSPECTS**

Call or email **Jacquie Hodgson** on **01670 622 109** Jacquie.hodgson@northumberland.gov.uk for more information on digital skills courses (minimum of 8 learners required).

**SUPERFAST BROADBAND IS HERE
FOR WORK OR PLAY CONNECT TODAY
VISIT NORTHUMBERLAND.ORG.UK**

Call or email **Sylvia Pringle** on **01670 624 732** Sylvia.pringle@northumberland.gov.uk for more information on Superfast Broadband

Art & Wellbeing

Creative industries in Northumberland are thriving, so whether you're thinking of starting a business or want to learn and develop new skills we have the courses for you.

For Autumn we have courses in: cake decorating, photography, dress making, painting and drawing.

Our courses involve taking part in group creative activities which can also help improve your health and wellbeing.



ALNWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Drawing and Painting	19/09/2018	Wed	17:30	20:30	15	£75	ARTX023	ALN18027
Creative Collage - Beginners NEW	07/11/2018	Wed	09:30	12:30	15	£75	ARTX026	ALN18024
Introduction to Basic Lightroom and Photoshop	20/09/2018	Thurs	17:15	20:15	14	£75	ARTX024	ALN18020
Level 1 Certificate in Photography	20/09/2018	Thurs	10:00	13:00	18	£90	ART1009	ALN18017
Level 2 Certificate in Photography	20/09/2018	Thurs	13:30	16:30	36	£140	ART2007	ALN18019
Stick Dressing - Club	20/09/2018	Thurs	19:00	20:30	10	£35	ARTX006	ALN18022
Stick Dressing - Club	06/12/2018	Thurs	19:00	20:30	10	£35	ARTX006	ALN18023
BEDLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Tailoring and Dressmaking Intermediate - Certificate at Level 2	18/09/2018	Tues	10:00	13:00	30	£140	ART2003	BED18001
Creative Writing	17/09/2018	Mon	09:30	11:30	11	£75	MELX002	BED18008
Just Art!	19/09/2018	Wed	13:30	16:30	15	£75	ARTX023	BED18006
Tailoring and Dressmaking Beginners - Award at Level 1	18/09/2018	Tues	14:00	17:00	25	£90	ART1004	BED18002
BELLINGHAM TOWN HALL COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Level 1 Certificate in Photography	17/09/2018	Mon	10:00	13:00	18	£90	ART1009	BEL18001
BERWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Tailoring and Dressmaking Beginners - Award at Level 1	17/10/2018	Wed	09:15	12:15	25	£90	ART1004	BER18003
Tailoring and Dressmaking Intermediate - Certificate at Level 2	17/10/2018	Wed	13:00	16:00	30	£140	ART2003	BER18004
Watercolour Painting Group	18/09/2018	Tues	09:30	12:00	18	£75	ART019	BER18005
Watercolour Painting Group	18/09/2018	Tues	12:30	15:00	18	£75	ART019	BER18006
BLYTH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Level 1 Certificate in Photography	18/09/2018	Tues	13:30	16:30	18	£90	ART1009	BLY18001
Introduction to Lightroom and Photoshop	18/09/2018	Tues	17:15	20:15	14	£75	ARTX011	BLY18002
Just Art!	19/09/2018	Wed	09:30	12:30	15	£75	ARTX023	BLY18004
HEXHAM COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to Lightroom and Photoshop	17/09/2018	Mon	17:15	20:15	14	£75	ARTX011	HEX18001
Cartoon and Character Design	20/09/2018	Thurs	17:30	20:30	7	£35	ARTX036	HEX18018
Creative Writing	18/09/2018	Tues	10:00	12:00	11	£75	MELX002	HEX18012
Crochet for Beginners	19/09/2018	Wed	09:30	12:30	7	£35	ARTX033	HEX18015
Fine Art an Introduction	17/09/2018	Mon	17:30	20:30	7	£35	ARTX035	HEX18017
Just Art!	19/09/2018	Wed	18:00	21:00	15	£75	ARTX023	HEX18006
Just Art!	21/09/2018	Fri	09:30	12:30	15	£75	ARTX023	HEX18009
Level 1 Certificate in Photography	21/09/2018	Fri	13:30	16:30	18	£90	ART1009	HEX18004
Level 2 Certificate in Photography	21/09/2018	Fri	10:00	13:00	36	£140	ART2007	HEX18003
Spin a Yarn (Knitting) NEW	19/09/2018	Wed	13:30	16:30	7	£35	ARTX032	HEX18016

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

MORPETH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Level 3 Certificate in Photography	18/09/2018	Tues	09:30	16:00	25	£1,260	ARTX006	MOR18002
Beginners Drawing and Painting	15/11/2018	Thurs	09:30	12:30	15	£75	ARTX020	MOR18020
Beginners Drawing and Painting	15/11/2018	Thurs	09:30	12:30	15	£75	ARTX020	MOR18020
Creative Collage - Beginners NEW	05/11/2018	Mon	09:30	12:30	15	£75	ARTX026	MOR18012
Creative Collage - Introduction NEW	17/09/2018	Mon	09:30	12:30	7	£35	ARTX026	MOR18011
Creative Writing	20/09/2018	Thurs	18:00	20:00	11	£75	MELX002	MOR18022
Introduction to Drawing and Painting	20/09/2018	Thurs	09:30	12:30	7	£35	ARTX020	MOR18019
Introduction to Lightroom and Photoshop	19/09/2018	Wed	17:15	20:15	14	£75	ARTX001	MOR18009
Just Art - Mixed Media Beginners	05/11/2018	Mon	13:15	16:14	15	£75	ARTX023	MOR18015
Just Art - Mixed Media Beginners	07/11/2018	Wed	13:15	16:14	15	£75	ARTX023	MOR18017
Just Art - Mixed Media Introduction	17/09/2018	Mon	13:15	16:14	7	£35	ARTX023	MOR18014
Just Photography	18/09/2018	Tues	09:30	12:30	7	£35	ARTX030	MOR18003
Level 1 Certificate in Photography	19/09/2018	Wed	10:00	13:00	18	£90	ART1009	MOR18006
Level 2 Certificate in Photography	19/09/2018	Wed	13:30	16:30	36	£140	ART2007	MOR18008
Photo Club	13/11/2018	Tues	09:30	12:30	15	£75	ARTX030	MOR18004

PRUDHOE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Creative Collage - Beginners NEW	06/11/2018	Tues	09:30	12:30	15	£75	ARTX026	PRU18014
Creative Collage - Introduction NEW	18/09/2018	Tues	09:30	12:30	7	£35	ARTX026	PRU18013
Creative Collage - Introduction NEW	19/09/2018	Wed	09:30	12:30	7	£35	ARTX026	PRU18019
Creative Writing	19/09/2018	Wed	13:00	15:00	11	£75	MELX002	PRU18023
Crochet for Beginners	20/09/2018	Thurs	09:30	12:30	7	£35	ARTX033	PRU18026
Fine Art an Introduction	19/09/2018	Wed	17:30	20:30	7	£35	ARTX035	PRU18031
Just Art - Mixed Media Beginners	06/11/2018	Tues	13:15	16:14	15	£75	ARTX023	PRU18017
Just Art - Mixed Media Introduction	18/09/2018	Tues	13:15	16:14	7	£35	ARTX023	PRU18016
Just Art!	20/09/2018	Thurs	13:30	16:30	15	£75	ARTX023	PRU18020
Spin A Yarn (Knitting) NEW	20/09/2018	Thurs	13:30	16:30	7	£35	ARTX032	PRU18027
Textiles Workshop	19/09/2018	Wed	17:30	20:30	7	£35	ARTX034	PRU18028
Textiles Workshop	14/11/2018	Wed	17:30	20:30	7	£35	ARTX034	PRU18029

■ For those aged 19 and over an Advanced Learner Loan is available on all course fees highlighted

Horticulture & Land Based

300,000 PEOPLE EMPLOYED IN HORTICULTURE AND LANDSCAPING

As around a quarter of Northumberland is protected with areas of outstanding landscape and the county has a rich history in farming and land management we have introduced new courses.

They equip learners with the skills and qualifications for a range of jobs in horticulture from landscape creation to retail and landscape management - and we also offer a range of arboriculture and chainsaw related short courses.



ALNWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Chainsaw Maintenance and Crosscutting Training and Assessment	28/08/2018	Tues & Wed	09:15	16:30	2 Day	£150	CONX001	ALN18086
Chainsaw Maintenance and Crosscutting Training and Assessment	04/09/2018	Tues & Wed	09:15	16:30	2 Day	£150	CONX001	ALN18087
Chainsaw Maintenance and Crosscutting Training and Assessment	04/12/2018	Tues & Wed	09:15	16:30	2 Day	£150	CONX001	ALN18088
Chainsaw Maintenance and Crosscutting Training and Assessment	11/09/2018	Tues & Wed	09:15	16:30	2 Day	£150	CONX001	ALN18089
Getting started in Horticulture NEW	18/09/2018	Tues	10:00	13:00	7	£35	LAHX002	ALN18012
Maintenance and Crosscutting and Felling Small Trees up to 380mm diameter (LANTRA)	24/09/2018	All Week	09:15	16:30	5 Day	£450	CONX009	ALN18090

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Science

Science improves human life at every level. It influences most aspects of daily routine including food, energy, medicine, transportation, leisure activities and much more.

The North East is home to a number of science centres of excellence. Explore your world from a different point of view with a range of NEW taster courses.

See courses below for all things science.

AQA SCIENCE CERTIFICATE

The AQA Science Certificate is a nationally recognised qualification which gives you the opportunity to achieve a certificated award in Science. This one year course provides excellent progression to GCSE study in year two particularly to GCSE Combined Science: Trilogy.

The certificate provides flexibility, but on a clear progression pathway. You will gain skills and knowledge transferable to both educational and career settings.



ALNWICK COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
GCSE Science (Trilogy) NEW	18/09/2018	Tues	09:30	16:30	30	£140	HUM2006	ALN18005
AQA Science Certificate (Pre-GCSE) NEW	21/09/2018	Fri	09:30	13:30	30	£120	HUMX003	ALN18005
AQA Science Certificate (Pre-GCSE) NEW	19/09/2018	Wed	17:00	21:00	30	£120	HUMX003	ALN18004

PRUDHOE COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
AQA Science Certificate (Pre-GCSE) NEW	17/09/2018	Mon	09:30	13:30	30	£120	HUMX003	PRU18003
AQA Science Certificate (Pre-GCSE) NEW	17/09/2018	Mon	17:00	21:00	30	£120	HUM1001	PRU18004

STEP INTO SCIENCE

We are bringing Science to life with informal short courses at our Science labs at Fuse, Prudhoe and Alnwick Lindsfarne.

Take part in experiments and explosions, dissections and DNA tests!

ALNWICK COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Cells, Brains, DNA, Genetics and Digestion! NEW	08/11/2018	Thurs	09:30	13:30	10	£65	HUM001	ALN18008

PRUDHOE COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
An Introduction to Chemistry NEW	19/09/2018	Wed	09:30	12:30	7	£35	HUM1002	PRU18007
Big Bang Theory NEW	12/11/2018	Mon	14:00	16:30	7	£35	HUM1002	PRU18006

INTRODUCTION TO THE ECOLOGY OF NORTHUMBERLAND

Join our basic ecology course to gain skills and knowledge in identifying and naming plants from their structure and take part in visits to key habitats monitoring and recording animals, red squirrel surveying and population estimation.

You will record sightings on national databases and take part in some lab based sessions with lenses and microscopes.

ALNWICK COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to the Ecology of Northumberland NEW	19/09/2018	Thurs	09:30	16:30	7	£65	HUMX004	ALN18007

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Construction

The construction industry employs around three million people (8% of the UK workforce).

Our courses, taught by industry specialist tutors, open doors to careers in construction.

With facilities in Ashington and Alnwick you'll get first-hand experience in dedicated workshops.

We are specialists in:

- Construction operations and supervision
- Joinery
- Bricklaying
- Painting and decorating
- Fenestration
- General maintenance and refurbishment



“NOT ONLY DID I GET MY CSCS CARD, I’VE TRAINED IN SPECIALIST AREAS WHICH MAKES ME REALLY USEFUL TO MY EMPLOYER.”

Contact **Michelle Fawcett** at the Ashington Construction Centre on **01670 623 666** for more details and to book a course.

ALNICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Award in Cycle Mechanics - Level 1	17/09/2018	Mon & Tues	09:30	16:00	10	£90	ENE1001	ALN18001

ASHINGTON CONSTRUCTION CENTRE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Abrasive Wheels (Grinder and Cut Off Saw)	27/09/2018	Thurs	09:30	16:00	1	£45	CONX001	ASH18008
Award in Cycle Mechanics - Level 1	19/09/2018	Wed	09:30	16:00	10	£90	ENE1001	ASH18001
Award in Vehicle Systems Maintenance - Entry 3	17/09/2018	Mon & Tues	09:30	16:00	24	£90	ENE001	ASH18005
Certificate in Cycle Mechanics - Level 2	20/09/2018	Thurs	09:30	16:00	20	£120	ENE2001	ASH18002
Certificate in Vehicle Systems Maintenance - Level 1	19/09/2018	Wed & Thurs	09:30	16:00	24	£250	ENE1008	ASH18006
Diploma in Painting and Decorating - Level 1	17/09/2018	Mon, Tues & Wed	09:30	16:00	42	£250	CON1002	ASH18004
Diploma in Tyre Fitting Competence - Level 1	21/09/2018	Fri	09:30	16:00	24	£250	ENE1009	ASH18007
Health and Safety in Construction - Level 1 Award (CSCS Green Card)	08/10/2018	Mon, Tues & Wed	09:30	16:00	2	£140	CON1009	ASH18003

PRUDHOE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Health and Safety in Construction - Level 1 Award (CSCS Green Card)	17/09/2018	Mon, Tues & Wed	09:30	16:00	2	£140	CON1009	PRU18001

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

‘A’ rating for apprentices from **96%** of employers



If you are a small/medium business in Northumberland why not take on an apprentice? You'll get motivated and skilled employees to boost productivity and profits.

Our sales and recruitment advisers Joanne and Kirsty are here to help. They'll work closely with you to find, recruit and train your workforce of the future.

Give them a call on **01670 622 114**.



Digital Skills

Whether you are starting out and require basic computer skills for everyday life such as getting the most out of your smart phone and tablet, or you want to develop your skills for the workplace, improve your business, or have a career in the tech industry.



Our range of IT courses are designed to give you the knowledge and practical skills you need. See the progressive stages below.

GET STARTED COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
First Clicks with Computers	17/09/2018	Mon	13:00	16:00	5	£25	Alnwick	ICTX020	ALN18085
Get Digital - Online Basics	18/09/2018	Tues	09:30	12:30	10	£35	Prudhoe	ICTE003	PRU18034
Getting On-line Internet Basics	21/09/2018	Fri	10:00	13:00	8	£35	Blyth	ICTE003	BLY18010
Getting On-line Internet Basics	30/10/2018	Tues	09:30	12:30	8	£35	Prudhoe	ICTE005	PRU18073

GET ON COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Improve your Digital Skills (OCR Entry 3)	17/09/2018	Mon	09:30	12:30	10	£35	Alnwick	ICTE002	ALN18033
Improve your Digital Skills (OCR Entry 3)	20/09/2018	Thurs	13:00	16:00	10	£35	Wansbeck	ICTE002	WWO18001
Improve your Digital Skills (OCR Entry 3)	26/09/2018	Wed	09:30	12:30	10	£35	Bedlington	ICTE002	BED18015
Improve your Digital Skills (OCR Entry 3)	18/09/2018	Tues	17:30	20:30	10	£35	Blyth	ICTE002	BLY18011
Improve your Digital Skills (OCR Entry 3)	29/11/2018	Fri	10:00	13:00	10	£35	Blyth	ICTX020	BLY18042
Improve your Digital Skills (OCR Entry 3)	19/09/2018	Wed	17:30	20:30	10	£35	Cramlington	ICTE002	CRA18007
Improve your Digital Skills (OCR Entry 3)	24/09/2018	Mon	17:30	20:30	10	£35	Hexham	ICTE002	HEX18021
Improve your Digital Skills (OCR Entry 3)	24/09/2018	Mon	13:00	16:00	10	£35	Morpeth	ICTE002	MOR18029
Improve your Digital Skills (OCR Entry 3)	17/09/2018	Mon	09:15	11:45	12	£35	Prudhoe	ICTE002	PRU18035

MOVE ON COURSES STAGE 1

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
IT User Skills - (Functional Skills Level 1)	17/09/2018	Mon	13:00	16:00	12	£45	Bedlington	ICTE1013	BED18016
IT User Skills - (Functional Skills Level 1)	19/09/2018	Wed	17:30	20:30	12	£45	Blyth	ICTE1013	BLY18012
IT User Skills - (Functional Skills Level 1)	09/10/2018	Tues	17:30	20:30	11	£45	Cramlington	ICTE1013	CRA18009
IT User Skills - (Functional Skills Level 1)	20/09/2018	Thurs	17:30	20:30	12	£45	Hexham	ICTE1013	HEX18022
IT User Skills - (Functional Skills Level 1)	20/09/2018	Thurs	09:30	12:30	12	£45	Morpeth	ICTE1013	MOR18033
IT User Skills - (Functional Skills Level 1)	17/09/2018	Mon	11:45	14:15	12	£45	Prudhoe	ICTE1013	PRU18036
IT User Skills (ITQ) - Certificate at Level 1	19/09/2018	Wed	17:30	20:30	18	£140	Berwick	ICT1001	BER18012
IT User Skills (ITQ) - Certificate at Level 1	17/09/2018	Mon	17:30	20:30	18	£140	Prudhoe	ICT1001	PRU18038
IT User Skills (ITQ) - Certificate at Level 1	17/09/2018	Mon	17:30	20:30	18	£140	Alnwick	ICT1001	ALN18035

MOVE ON COURSE STAGE 2

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
IT User Skills - (Functional Skills Level 2)	20/09/2018	Thurs	17:30	20:30	12	£45	Bedlington	ICTE2028	BED18018
IT User Skills - (Functional Skills Level 2)	21/09/2018	Fri	13:00	16:00	12	£45	Berwick	ICTE2028	BER18014
IT User Skills - (Functional Skills Level 2)	21/09/2018	Fri	09:30	12:30	12	£45	Blyth	ICTE2028	BLY18014
IT User Skills - (Functional Skills Level 2)	09/10/2018	Tues	17:30	20:30	11	£45	Morpeth	ICTE2028	MOR18031
IT User Skills (ITQ) - Certificate at Level 2	20/09/2018	Thurs	13:00	16:00	20	£140	Prudhoe	ICT2001	PRU18040
IT User Skills (ITQ) - Certificate at Level 2	20/09/2018	Thurs	13:00	16:00	20	£140	Alnwick	ICT2001	ALN18036

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

SPECIALIST SKILLS COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
3D printing with DesignSpark Mechanical NEW	30/10/2018	Tues	13:30	16:30	8	£35	Cramlington	ICT-102	CRA18038
3D printing with DesignSpark Mechanical NEW	18/09/2018	Tues	09:30	12:30	8	£35	Prudhoe	ICT-102	PRU18080
Compare the Market - Buying and Selling On-line	21/09/2018	Fri	09:30	12:30	5	£25	Berwick	ICTEE016	BER18039
Computer Maintenance NEW	01/11/2018	Thurs	13:30	15:30	6	£25	Cramlington	ICT-109	CRA18036
Computer Maintenance NEW	17/01/2018	Thurs	13:30	15:30	6	£25	Prudhoe	ICT-109	PRU18078
Digital Marketing NEW	29/10/2018	Mon	13:00	16:00	8	£35	Alnwick	ICTI-135	ALN18093
Digital Marketing NEW	18/09/2018	Tues	17:30	20:30	8	£35	Prudhoe	ICTI-135	PRU18074
Getting to Grips with Digital Devices in the Home NEW	20/09/2018	Thurs	18:00	20:00	12	£35	Cramlington	ICTEE007	CRA18039
Introduction to Lightroom and Photoshop	20/09/2018	Thurs	17:15	20:15	14	£75	Alnwick	ARTX024	ALN18020
Introduction to Lightroom and Photoshop	18/09/2018	Tues	17:15	20:15	14	£75	Blyth	ARTX011	BLY18002
Introduction to Lightroom and Photoshop	17/09/2018	Mon	17:15	20:15	14	£75	Hexham	ARTX011	HEX18001
Introduction to Lightroom and Photoshop	19/09/2018	Wed	17:15	20:15	14	£75	Morpeth	ARTX011	MOR18009
Introduction to Podcasting NEW	02/11/2018	Fri	09:30	12:30	5	£25	Berwick	ICTX020	BER18040
Introduction to Podcasting NEW	18/09/2018	Tues	09:30	12:30	5	£25	Prudhoe	ICTX020	PRU18071
Introduction to Web Development NEW	18/09/2018	Tues	13:00	16:00	14	£45	Prudhoe	ICTX019	PRU18072
What's App - What's That? NEW	08/11/2018	Thurs	09:30	12:30	3	FREE	Alnwick	ICTEE007	ALN18095
What's App - What's That? NEW	15/11/2018	Thurs	09:30	12:30	1	FREE	Cramlington	ICTEE007	CRA18037
What's App - What's That? NEW	22/11/2018	Thurs	09:30	12:30	1	FREE	Prudhoe	ICTEE007	PRU18079
Level 1 Award in Computerised Bookkeeping	25/09/2018	Tues	17:30	20:30	15	£90	Morpeth	BMAP1002	MOR18025

DIGITAL FAMILY LEARNING - NEW THIS YEAR

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Arduino Projects for Families NEW	24/10/2018	Wed	09:30	15:30	1	FREE	Prudhoe	ICTE1002	PRU18076
Raspberry Pi Projects for Families NEW	23/10/2018	Tues	09:30	15:30	1	FREE	Prudhoe	ICTE1002	PRU18075
Games Design in Scratch for Families NEW	25/10/2018	Thurs	09:30	15:30	1	FREE	Prudhoe	ICTE1002	PRU1807

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

STEMettes
♥ ★ # +

**HALF TERM
EVENT STEM DAY**
(FOR KIDS 8-13)

STARTS 09:30AM - 16:30PM - 01.11.2018
£5 PER CHILD ADULTS FREE
LINDEN HALL NORTHUMBERLAND.GOV.UK/STEM

INSIDE STORY - THE NEEDLE WORKS

Angie Kay
Business owner
and learner

I started Needle Works five years ago when I spotted a delightful shop at Hide Hill in Berwick upon Tweed.

Initially the challenge was learning how to run my own business but now my day includes helping customers choose the correct yarn, showing people how to undo mistakes, teaching them new tricks and techniques and helping them create all manner of knitted and crocheted projects.



Now I'm keen to encourage young people to learn skills such as knitting, crochet, felting, braiding and knotwork and with this in mind the 'Multi Media Marketing' course (at Berwick Adult Learning Centre, Walkergate) was a title I could not resist.

I was keen to learn and with the help of our enthusiastic tutor Simon I found out how to promote my business on Facebook, Twitter, Instagram and other media and how to build a website and write a blog.

Now I have the 'know how' and the confidence to use social media to promote Needle Works I'm getting more positive feedback than ever before.

I'd encourage anyone to develop their skills, whether you are young or old - learning is the key to making progress in life.

Hospitality & Catering

Hospitality accounts for one in six of all new jobs created in the UK. If you want to get ahead and into the industry, or want to learn how to put some va-va-voom in to your home cooking, explore our range of courses - created to inspire you.



Over the past five years the industry has delivered 331,000 new jobs and is on track to deliver a further 100,000 by the end of the decade. As the fourth largest industry in the UK, Hospitality and Catering now employs 4.6 million people.

IT'S HARD WORK BUT WORTHWHILE. I'M GROWING IN SKILL AND CONFIDENCE AND CAN REALLY IMAGINE MY NAME ABOVE THE DOOR OF MY OWN RESTAURANT ONE DAY.

ALNWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
A Taste of the Mediterranean	17/09/2018	Mon	17:30	18:30	7	£45	BUSX002	ALN18039
Christmas Treats	12/11/2018	Mon	13:30	16:30	6	£45	BUSX054	ALN18071
Cooking Skills for Independent Living (for learners with special educational needs)	05/10/2018	Fri	10:00	13:00	7	FREE	BUSX047	ALN18040
Flour Power! - Introduction to Breadmaking	17/09/2018	Mon	10:00	13:00	7	£45	BUSX056	ALN18069
Food Hygiene - Award in Food Safety Level 2	26/09/2018	Wed	09:15	16:00	1	£55	BUS2012	ALN18045
Learn to Cook like a Professional	17/09/2018	Mon	13:30	16:30	7	£45	BUSX059	ALN18070
BEDLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Food Hygiene - Award in Food Safety Level 2	10/10/2018	Wed	09:15	16:00	1	£55	BUS2012	BED18020
BERWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Food Hygiene - Award in Food Safety Level 2	01/11/2018	Thurs	09:15	16:00	1	£55	BUS2012	BER18016
BLYTH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Food Hygiene - Award in Food Safety Level 2	15/11/2018	Thurs	09:15	16:00	1	£55	BUS2012	BLY18016
CRAMLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Food Hygiene - Award in Food Safety Level 2	28/11/2018	Wed	09:15	16:00	1	£55	BUS2012	CRA18011
HEXHAM COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Food Hygiene - Award in Food Safety Level 2	05/12/2018	Wed	09:15	16:00	1	£55	BUS2012	HEX18025
MORPETH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Cake Decorating Level 2	26/09/2018	Wed	17:30	20:00	33	£140	BUSX053	MOR18067
PRUDHOE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Cake decorating - Beginners	17/09/2018	Mon	17:30	20:30	12	£75	BUSX050	PRU18063
Sugar Craft - Autumn Flowers	02/10/2018	Tues	10:00	13:00	7	£75	BUSX055	PRU18066

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

**THE UK LEISURE MARKET
IS WORTH £117 BILLION
IN REVENUE**

Leisure & Customer Service

In Northumberland we have a strong service industry linked to retail, leisure and tourism.

Our NEW taster courses are tailored to give you a starting point in this growing sector.

As more and more people look for exciting ways to keep fit, visit new places, shop and spend their down time the service sector offers lots of opportunities for work.

So whether you want to learn skills to grow your own business such as admin or book keeping, or you'd like to work in a gym or leisure centre, or get into tourism and travel let our courses be the start of something new.

ALL OF OUR COURSES OFFER THE OPPORTUNITY TO PROGRESS TO HIGHER LEVEL QUALIFICATIONS

ALNWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Award in Customer Service in Leisure Industry NEW	05/11/2018	Mon	09:30	13:30	4	£45	LAHX001	ALN18032
Getting Started in Leisure Industry NEW	19/09/2018	Wed	09:30	12:30	7	£35	LAHX001	ALN18011
BEDLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to Customer Service and Retail NEW	07/11/2018	Wed	13:00	16:00	6	FREE	BUSX041	BED18011
BLYTH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to Customer Service and Retail NEW	18/09/2018	Tues	13:00	16:00	6	FREE	BUSX041	BLY18005
Introduction to Administration NEW	21/09/2018	Fri	09:30	12:30	6	FREE	BUSX039	BLY18006
CRAMLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Award in Customer Service in Leisure Industry NEW	06/11/2018	Tues	16:30	20:30	4	£45	LAHX001	CRA18001
Getting Started in Leisure Industry NEW	17/09/2018	Mon	09:30	12:30	7	£35	LAHX001	CRA18005
MORPETH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Award in Customer Service in Leisure Industry NEW	07/11/2018	Wed	09:30	13:30	4	£45	LAHX001	MOR18027
Getting Started in Leisure Industry NEW	18/09/2018	Tues	16:30	19:30	7	£35	LAHX001	MOR18001
Level 1 Award in Computerised Bookkeeping	25/09/2018	Tues	17:30	20:30	15	£90	BMAP1002	MOR18025

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

Health & Social Care

Working in a health and social care is about providing personal and practical support to help people in their day to day lives.

There are lots of different roles in social care depending on what you want to do, who you want to work with and where you'd like to work.

You could be supporting someone with a physical disability, autism, dementia or a mental health condition.

You could be working in a care home, out in your local community, in a hospital or from someone's home.

Why choose health and social care?

With a huge demand for workers, plenty of opportunities for progression and a job in which 96% of people said they feel their work makes a difference, health and social care has lots to offer.

It's a very rewarding career and you can make a real difference to someone's life. There are also lots of opportunities to progress and work with different people.

INTRODUCTION

Adult Care (4 weeks)

LEVEL 01

Mental Health Awareness and Stress Awareness

LEVEL 02

Award in Preparing to work in Adult Social Care

LEVEL 02

Certificate in Counselling Skills

LEVEL 03

Diploma in Adult Social Care

LEVEL 03

Diploma in Counselling Skills



INTRODUCTION TO ADULT CARE COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Introduction to Adult Care NEW	18/09/2018	Tues	10:00	14:00	4	FREE	Alnwick	HSX012	ALN18091
Introduction to Adult Care NEW	18/09/2018	Wed	10:00	14:00	4	FREE	Blyth	HSX012	BLY18043

HEALTH & SOCIAL CARE L2 & L3 COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Preparing to Work in Adult Social Care Level 2	17/09/2018	Mon	17:00	20:00	30	£140	Alnwick	HSC2004	ALN18094
Preparing to Work in Adult Social Care Level 2	18/09/2018	Tues	17:00	20:00	30	£140	Blyth	HSC2004	BLY18046
Diploma in Adult Social Care Level 3	20/09/2018	Thurs	09:30	12:30	46	£2,570	Blyth	HSC3009	BLY18047
Mental Health Awareness Level 1 (Cache)	19/09/2018	Wed	10:00	14:00	6	£75	Alnwick	HSC1006	ALN18600
Mental Health Awareness Level 2 (Cache)	31/10/2018	Wed	09:30	15:30	13	£90	Alnwick	HPSC2016	ALN18601
Diploma in Counselling Skills Level 3	13/09/2018	Thurs	16:30	20:30	28	£140	Alnwick	HPSC3018	ALN18604
Certificate in Counselling Skills Level 2	20/09/2018	Thurs	11:30	15:00	24	£90	Alnwick	HPSC2008	ALN18611

OTHER USEFUL TRAINING

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Stress Awareness Level 1 (Cache)	19/09/2018	Wed	17:00	19:00	6	£45	Alnwick	HSCX014	ALN18605
Dementia Care Awareness (Non Accredited) NEW	07/11/2018	Wed	17:00	19:00	6	£35	Alnwick	HPSC2017	ALN18606
Stress Awareness Level 1 (Cache)	27/02/2018	Wed	17:00	19:00	6	£45	Alnwick	HSX014	ALN18608

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

■ For those aged 19 and over an Advanced Learner Loan is available on all course fees highlighted



**“YOU MAKE A MASSIVE DIFFERENCE IN
SOMEONE’S LIFE. I LOVE COMING TO
WORK AND EVERYDAY IS DIFFERENT.
IT IS A REALLY REWARDING ROLE.”**

Education & Childcare

Do you enjoy working with children and young people supporting them to develop and learn new things?

Are you caring, patient, creative and have a lot of energy with great communications skills? Do you want to work in a nursery or a school but don't want to teach? A job as a nursery or classroom assistant could be just what you're looking for.



- INTRODUCTION**
- Childcare (4 weeks)
- LEVEL 01**
- Award in working with children
- LEVEL 01**
- Award in Preparing to work in schools
- LEVEL 02**
- Certificate in Supporting Teaching and Learning or Children and Young People's Workforce
- LEVEL 02**
- Diploma in Counselling Skills
- LEVEL 03**
- Diploma in Specialist Teaching Support of Early Years Educator
- LEVEL 04**
- Higher Level Teaching Assistants

INTRODUCTION TO CHILDCARE

A short taster course to find out if this is the right career path for you.

INTRODUCTION TO CHILDCARE	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Introduction to Childcare	17/09/2018	Mon	10:00	14:00	4	FREE	Prudhoe	HSC1009	PRU18068
Introduction to Childcare	18/09/2018	Tues	10:00	14:00	4	FREE	Alnwick	HSC1009	ALN18082
Introduction to Childcare	21/09/2018	Fri	10:00	14:00	4	FREE	Blyth	HSC1009	BLY18039

LEVEL 1 CHILDCARE	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Level 1 Award in Working with Children	05/11/2018	Mon & Tues	10:00	14:00	7	£45	Wansbeck	HSC1002	WWO18012

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

EDUCATION & CHILDCARE PROGRAMMES L2 TO L3*

Our Education and Childcare programmes includes: Supporting Teaching and Learning in Schools and Children & Young People's Workforce Development L2 & L3 including Early Years Educator L3.

These qualifications are suitable for anyone interested in a career working with children in an early years environment.

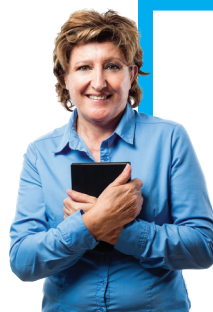


EDUCATION & CHILDCARE PROGRAMMES AT LEVEL 2 & 3*	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	17/09/2018	Mon	09:30	12:30	39	£250	Hexham	EDU001	HEX18019
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	20/09/2018	Thurs	09:30	12:30	39	£250	Hexham	EDU001	HEX18020
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	18/09/2018	Tues	09:30	12:30	39	£250	Blyth	EDU001	BLY18007
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	21/09/2018	Fri	09:30	12:30	39	£250	Blyth	EDU001	BLY18008
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	21/09/2018	Fri	13:00	16:00	39	£250	Blyth	EDU001	BLY18009
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	18/09/2018	Tues	16:00	19:00	39	£250	Berwick	EDU001	BER18009
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	19/09/2018	Wed	13:00	16:00	39	£250	Ashington	EDU001	ASH18016
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	20/09/2018	Thurs	13:00	16:00	39	£250	Alnwick	EDU001	ALN18030
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	19/09/2018	Wed	16:00	19:00	39	£250	Cramlington	EDU001	CRA18003
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	20/09/2018	Thurs	09:30	12:30	39	£250	Cramlington	EDU001	CRA18004
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	19/09/2018	Wed	13:00	16:00	39	£250	Prudhoe	EDU001	PRU18032
Supporting Teaching & Learning/Children & Young People's Workforce Cert Level 2	19/09/2018	Wed	17:00	20:00	39	£250	Prudhoe	EDU001	PRU18033
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	17/09/2018	Mon	09:30	12:30	39	£1,980/£2,570	Hexham	EDU001	HEX18019
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	20/09/2018	Thurs	09:30	12:30	39	£1,980/£2,570	Hexham	EDU001	HEX18020
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	18/09/2018	Tues	09:30	12:30	39	£1,980/£2,570	Blyth	EDU001	BLY18007
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	21/09/2018	Fri	09:30	12:30	39	£1,980/£2,570	Blyth	EDU001	BLY18008
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	21/09/2018	Fri	13:00	16:00	39	£1,980/£2,570	Blyth	EDU001	BLY18009
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	18/09/2018	Tues	16:00	19:00	39	£1,980/£2,570	Berwick	EDU001	BER18009
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	19/09/2018	Wed	13:00	16:00	39	£1,980/£2,570	Ashington	EDU001	ASH18016
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	20/09/2018	Thurs	13:00	16:00	39	£1,980/£2,570	Alnwick	EDU001	ALN18030
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	19/09/2018	Wed	16:00	19:00	39	£1,980/£2,570	Cramlington	EDU001	CRA18003
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	20/09/2018	Thurs	09:30	12:30	39	£1,980/£2,570	Cramlington	EDU001	CRA18004
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	19/09/2018	Wed	13:00	16:00	39	£1,980/£2,570	Prudhoe	EDU001	PRU18032
Diploma in Specialist Teaching Support/Early Years Educator at Level 3	19/09/2018	Wed	17:00	20:00	39	£1,980/£2,570	Prudhoe	EDU001	PRU18033
HIGHER LEVEL TEACHING ASSISTANTS	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
Higher Level Teaching Assistants	21/09/2018	Fri	13:00	16:00	39	£1,260	Blyth	EDU4002	BLY18048
OTHER USEFUL TRAINING	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	LOCATION	UI CODE	CENTRE CODE
First Aid	13/09/2018	Tues	09:30	16:30	2	£90	Prudhoe	HSCX005	PRU18081
First Aid	10/10/2018	Wed	09:30	16:30	2	£90	Blyth	HSCX005	BLY18049
First Aid	15/11/2018	Thurs	09:30	16:30	2	£90	Wansbeck	HSCX005	WW018014
First Aid	04/12/2018	Tues	09:30	16:30	2	£90	Wansbeck	HSCX005	WW018015

■ For those aged 19 and over an Advanced Learner Loan is available on all course fees highlighted

HIGHER LEVEL TEACHING ASSISTANT

This course will give you the skills you need to achieve your own career goals. The HLTA qualification can dramatically expand your potential and your potential salary as a teaching assistant or even to make the jump to 'teacher' status.



"IT IS ALL ABOUT THE JOURNEY WE MAKE WITH THE CHILDREN, SEEING THEM DEVELOP AS THEY MATURE AND WATCHING THEM GROW."

*These courses are available to start throughout the year. Call or email **Carol Young 01670 623 688** Carol.young@northumberland.gov.uk for more information and to enrol

Maths, English & ESOL

Gain the essential skills you need with our FREE maths, English and ESOL courses.

From working out percentages to penning emails, our maths, English and ESOL courses are designed to help improve skills and boost confidence - while at the same time gaining nationally recognised qualifications.

Courses are tailored to individual abilities, with learners being assessed at the start. You can work on general numeracy and literacy and progress to GCSE.

ESOL COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
English for Speakers of Other Languages (Entry Level)	19/09/2018	Wed	18:00	20:00	52	FREE	MELE011	BER18024
English for Speakers of Other Languages (Entry Level)	17/09/2018	Mon	14:00	16:00	15	FREE	MELE011	BLY18026
English for Speakers of Other Languages (Entry Level)	17/09/2018	Mon	18:00	20:00	15	FREE	MELE011	BLY18027
English for Speakers of Other Languages (Pre-Entry)	18/09/2018	Tues	09:30	13:30	52	FREE	MELE016	CRA18024a
English for Speakers of Other Languages (Entry Level)	18/09/2018	Tues	09:30	12:30	52	FREE	MELE021	CRA18025a
Entry level Certificate in ESOL Skills for Life (Entry 1)	18/09/2018	Tues	09:30	13:30	52	FREE	MELE016	CRA18024
Entry level Certificate in ESOL Skills for Life (Entry 2)	18/09/2018	Tues	09:30	13:30	52	FREE	MELE021	CRA18025
English for Speakers of Other Languages (Entry Level)	19/09/2018	Wed	18:00	20:00	52	FREE	MELE011	PRU18049

ALNWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
GCSE English	18/09/2018	Tues	13:00	16:00	30	£140	MEL2002	ALN18046
GCSE English	18/09/2018	Tues	17:30	20:30	30	£140	MEL2002	ALN18054
GCSE Maths	19/09/2018	Wed	17:30	20:30	30	£140	MEL2008	ALN18052
GCSE Maths	19/09/2018	Wed	13:00	16:00	30	£140	MEL2008	ALN18053
Functional Skills English	18/09/2018	Tues	09:30	12:00	40	FREE	FSE	ALN18045
Functional Skills English	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	ALN18047
Functional Skills English	19/09/2018	Wed	13:00	15:30	40	FREE	FSE	ALN18048
Functional Skills Mathematics	18/09/2018	Tues	13:00	15:30	40	FREE	FSM	ALN18049
Functional Skills Mathematics	19/09/2018	Wed	09:30	12:00	40	FREE	FSM	ALN18050
Functional Skills Mathematics	19/09/2018	Wed	13:00	15:30	40	FREE	FSM	ALN18051

ASHINGTON CONSTRUCTION CENTRE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Functional Skills English	17/09/2018	Mon	09:30	12:00	40	FREE	FSE	ASH18017
Functional Skills English	18/09/2018	Tues	09:30	12:00	40	FREE	FSE	ASH18018
Functional Skills English	18/09/2018	Tues	12:30	15:00	40	FREE	FSE	ASH18019
Functional Skills English	20/09/2018	Thurs	09:30	12:00	40	FREE	FSE	ASH18020
Functional Skills English	20/09/2018	Thurs	12:30	15:00	40	FREE	FSE	ASH18021
Functional Skills English	21/09/2018	Fri	09:30	12:00	40	FREE	FSE	ASH18022
Functional Skills Mathematics	18/09/2018	Tues	09:30	12:00	40	FREE	FSM	ASH18023
Functional Skills Mathematics	18/09/2018	Tues	12:30	15:00	40	FREE	FSM	ASH18024
Functional Skills Mathematics	20/09/2018	Thurs	09:30	12:00	40	FREE	FSM	ASH18025
Functional Skills Mathematics	20/09/2018	Thurs	12:30	15:00	40	FREE	FSM	ASH18026

ASHINGTON WANSBECK WORKSPACE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Functional Skills English	17/09/2018	Mon	09:30	12:00	40	FREE	FSE	WWO18007
Functional Skills English	21/09/2018	Fri	09:30	12:00	40	FREE	FSE	WWO18009
Functional Skills Mathematics	17/09/2018	Mon	13:00	15:30	40	FREE	FSM	WWO18008
Functional Skills Mathematics	21/09/2018	Fri	13:00	15:30	40	FREE	FSM	WWO18010

BEDLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
GCSE English	17/09/2018	Mon	13:00	16:00	30	£140	MEL2002	BED18027
Functional Skills Mathematics	17/09/2018	Mon	09:30	12:00	40	FREE	FSM	BED18022
Functional Skills English	17/09/2018	Mon	13:00	15:30	40	FREE	FSE	BED18023
Functional Skills English	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	BED18025
Functional Skills English	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	BED18026
Functional Skills Mathematics	17/09/2018	Mon	09:30	12:00	40	FREE	FSM	BED18024



BERWICK COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
AS English Language & Literature	19/09/2018	Wed	17:30	20:30	30	£720	MEL3002	BER18023
Functional Skills Mathematics	18/09/2018	Tues	09:30	12:00	40	FREE	FSM	BER18018
Functional Skills Mathematics	18/09/2018	Tues	13:00	15:30	40	FREE	FSM	BER18019
Functional Skills Mathematics	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	BER18020
Functional Skills Mathematics	19/09/2018	Wed	13:00	15:30	40	FREE	FSE	BER18021
GCSE English	20/09/2018	Thurs	17:30	20:30	30	£140	MEL2002	BER18022

BLYTH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
GCSE English	18/09/2018	Tues	17:30	20:30	30	£140	MEL2002	BLY18022
GCSE Maths	20/09/2018	Thurs	17:30	20:30	30	£140	MEL2008	BLY18023
Functional Skills Mathematics	17/09/2018	Mon	09:30	12:00	40	FREE	FSM	BLY18018
Functional Skills English	17/09/2018	Mon	13:00	15:30	40	FREE	FSE	BLY18019
Functional Skills English	18/09/2018	Tues	09:30	12:00	40	FREE	FSE	BLY18020
Functional Skills English	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	BLY18025
Functional Skills Mathematics	18/09/2018	Tues	13:00	15:30	40	FREE	FSM	BLY18021
Functional Skills Mathematics	19/09/2018	Wed	12:30	15:00	40	FREE	FSM	BLY18024

CRAMLINGTON COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
GCSE English	20/09/2018	Thurs	17:30	20:30	30	£140	MEL2002	CRA18018
GCSE Maths	18/09/2018	Tues	17:30	20:30	30	£140	MEL2008	CRA18019
AS English Language & Literature	18/09/2018	Tues	14:00	17:00	30	£720	MEL3002	CRA18020
AS Mathematics	18/09/2018	Tues	14:00	17:00	30	£720	MEL3005	CRA18021
Functional Skills English	17/09/2018	Mon	18:00	20:30	40	FREE	FSE	CRA18013
Functional Skills English	18/09/2018	Tues	18:00	20:30	40	FREE	FSE	CRA18015
Functional Skills English	20/09/2018	Thurs	13:00	15:30	40	FREE	FSM	CRA18017
Functional Skills Mathematics	17/09/2018	Mon	18:00	20:30	40	FREE	FSM	CRA18014
Functional Skills Mathematics	20/09/2018	Thurs	09:30	12:00	40	FREE	FSE	CRA18016

HEXHAM COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
AS Mathematics	19/09/2018	Wed	13:30	16:30	30	£720	MEL3005	HEX18035
GCSE English	18/09/2018	Tues	13:00	16:00	30	£140	MEL2002	HEX18032
GCSE Maths	19/09/2018	Wed	17:30	20:30	30	£140	MEL2008	HEX18031
Functional Skills English	18/09/2018	Tues	09:30	12:00	40	FREE	FSE	HEX18029
Functional Skills English	17/09/2018	Mon	13:00	15:30	40	FREE	FSE	HEX18034
Functional Skills English	20/09/2018	Thurs	18:30	21:00	40	FREE	FSM	HEX18036
Functional Skills Mathematics	18/09/2018	Tues	09:30	12:00	40	FREE	FSM	HEX18027
Functional Skills Mathematics	18/09/2018	Tues	12:30	15:00	40	FREE	FSM	HEX18028
Functional Skills Mathematics	18/09/2018	Tues	13:00	15:30	40	FREE	FSE	HEX18030
Functional Skills Mathematics	17/09/2018	Mon	09:30	12:00	40	FREE	FSM	HEX18033
Functional Skills Mathematics	20/09/2018	Thurs	15:30	18:00	40	FREE	FSE	HEX18035

MORPETH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
GCSE English	17/09/2018	Mon	17:30	20:30	30	£140	MEL2002	MOR18036
AS English Language & Literature	19/09/2018	Wed	17:30	20:30	30	£720	MEL3002	MOR18042
GCSE Maths	20/09/2018	Thurs	17:30	20:30	30	£140	MEL2008	MOR18037
Functional Skills English	19/09/2018	Wed	09:30	12:00	40	FREE	FSE	MOR18038
Functional Skills English	19/09/2018	Wed	13:00	15:30	40	FREE	FSE	MOR18039
Functional Skills Mathematics	19/09/2018	Wed	09:30	12:00	40	FREE	FSM	MOR18040
Functional Skills Mathematics	19/09/2018	Wed	13:00	15:30	40	FREE	FSM	MOR18041

PRUDHOE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	SEE	UI CODE	CENTRE CODE
GCSE English	20/09/2018	Thurs	16:30	19:30	30	£140	MEL2002	PRU18047
GCSE Maths	19/09/2018	Wed	17:30	20:30	30	£140	MEL2008	PRU18048
Functional Skills English	19/09/2018	Wed	09:15	11:45	40	FREE	FSE	PRU18045
Functional Skills English	19/09/2018	Wed	12:00	14:30	40	FREE	FSE	PRU18046
Functional Skills Mathematics	19/09/2018	Wed	09:15	11:45	40	FREE	FSM	PRU18043
Functional Skills Mathematics	19/09/2018	Wed	12:00	14:30	40	FREE	FSM	PRU18044

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe



IT'S NOT TOO LATE TO ENROL FOR GCSE

Employability

Helping you get back into work.



OUR TEAM ASSISTED OVER **5055**

people through Government's Work Programme and supported **3239** employment opportunities.



THE WORK AND HEALTH PROGRAMME

started in January 2018 and since then has supported **74** people with health issues and disabilities.

15 JOB CLUBS ACROSS

NORTHUMBERLAND EACH WEEK



FOR ALL EMPLOYABILITY COURSES

Call **01670 626 107** or

email Rianne.gallon@northumberland.gov.uk

GETTING TO GRIPS WITH GOOGLE DRIVE AND FIND A JOB JOURNEY!

ENHANCE YOUR UNDERSTANDING OF THE 'FIND A JOB' WEBSITE AND USE GOOGLE DRIVE TO SAFELY STORE KEY DOCUMENTS SUCH AS COVERING LETTERS AND CV'S WHICH CAN THEN BE UPLOADED TO YOUR FIND A JOB ACCOUNT.

DIGITAL SKILLS FOR EMPLOYMENT

This is a skills based qualification which aims to give you the IT knowledge and skills needed for entry into employment.

You will learn about different digital devices such as computers, laptops, touch screen tablets and smart phones.



SMALL FRIENDLY GROUPS

YOU WILL BUILD YOUR CONFIDENCE USING DIGITAL DEVICES TO DO THE TASKS THAT ARE NEEDED IN A JOB AND LIFE IN GENERAL.



LET'S GET WORK-READY!

This course aims to develop and enhance your current skills by helping you to improve your confidence, motivation, mindset and communication skills in order to prepare you for employment or for a job change. You will gain knowledge through personal action planning, managing money, preparing for interviews, travel planning, job application top tips, teamwork and resilience.

POSITIVE THINKING - CONFIDENCE FOR WORK!

If you have been out of work for a long time this course will give you the self-confidence, personal budgeting and interpersonal skills to move you forward in today's jobs market.

Well honed interpersonal skills and having a positive mindset will allow you to participate in further learning and help you think about both the financial and physical benefits of being in work.

This course should be the first port of call for customers who have been on long-term benefits and the course should precede the...



Let's Get Work - Ready!

NATALIE'S STORY:

I WAS UNEMPLOYED FOR SEVEN MONTHS AND FOUND IT DIFFICULT TO GET A JOB BUT WITH THE AMAZING HELP AND SUPPORT I RECEIVED I HAVE NOW MANAGED TO GET INTO A LEVEL 2 BUSINESS ADMIN APPRENTICESHIP WITH NORTHUMBRIA HEALTHCARE.

When I first started working with the employability team I didn't have any maths qualifications which was partly why I could not find work, so they helped me find a course that suited me and I achieved my Level 2 Functional Skills Maths which was a big achievement.

**I CAN'T
THANK
THEM
ENOUGH.**



It took me a while to figure out what jobs and apprenticeships I would like to get into but with help from my advisor I managed to get work experience which gave me an idea of what I wanted to do and gave me the confidence I was lacking as I was nervous about going into a new working environment.

I am now starting a career that I can thoroughly enjoy and progress in.

JOB CLUBS - HELPING PEOPLE INTO WORK

Come along to our friendly, regular job clubs where you will be provided with on-going job search support, interview preparation and advice, help with registering on job search sites, manage your 'Find a Job' account and completing application forms.

Alnwick

Wednesday 09:30 - 11:30
Wednesday 17:30 - 19:30

Bedlington

Tuesday 13:00 - 15:00

Berwick

Monday 09:30 - 11:30
Tuesday 17:30 - 19:30

Blyth

Thursday 09:30 - 11:30
Thursday 13:00 - 15:00
Thursday 17:30 - 19:30

Cramlington

Monday 09:30 - 11:30
Monday 13:00 - 15:00
Monday 17:30 - 19:30

Morpeth

Tuesday 09:30 - 11:30

Wansbeck Workspace

Wednesday 17:30 - 19:30
Friday 09:30 - 11:30
Friday 13:00 - 15:00



OUR EMPLOYABILITY COACHES AND TUTORS CAN HELP YOU TO IMPROVE YOUR DIGITAL SKILLS.

So that you are better able to manage your UC account online, including; reporting changes in your circumstances; searching and applying for jobs, skills and training.

Benefits are changing and Universal Credit which is a working age benefit will eventually replace the benefits opposite.

From November 2018 some people whose circumstances have changed will need to make a NEW claim, this will apply to everyone from December 2018.

If your circumstances remain the same and you don't need to make a new claim current rules mean you won't be affected unless the DWP contact you.

- **Income Support**
- **Income-based Jobseeker's Allowance**
- **Income-related Employment and Support Allowance**
- **Housing Benefit**
- **Child Tax Credit**
- **Working Tax Credit**

www.gov.uk/universalcredit

ARE YOU READY FOR UNIVERSAL CREDIT?

FOR ALL EMPLOYABILITY COURSES

Call **01670 626 107** or
email Rianne.gallon@northumberland.gov.uk



Languages Literature & Communication

There are lots of reasons to study another language or understand more about the English language.



Our learners vary from those wanting to learn basic conversational French, to German for work and Japanese for travel.

There are a variety of careers and opportunities available to those who speak languages, it can take you anywhere and everywhere...

ALNWICK COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to Latin	20/09/2018	Thurs	13:30	15:30	8	£45	MELX049	ALN18056
Level 1 Award in German	20/09/2018	Thurs	16:30	18:30	24	£120	MEL1009	ALN18055
Lip Reading	17/09/2018	Mon	11:30	13:30	11	FREE	MELX014	ALN18060
Let's Explore Literature	20/09/2018	Thurs	13:00	15:00	11	£60	MELX052	ALN18066

BEDLINGTON COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Level 1 Award in Japanese	18/09/2018	Tues	18:20	20:30	24	£120	MEL1006	BED18029
Level 1 Award in Spanish	18/09/2018	Tues	15:00	17:00	24	£120	MEL1006	BED18028
Level 2 Award in Spanish	18/09/2018	Tues	12:30	14:30	24	£120	MEL2011	BED18031
Spanish for Beginners	18/09/2018	Tues	17:30	19:30	24	£120	MEL1013	BED18030
Let's Explore Literature	20/09/2018	Thurs	17:00	19:00	11	£60	MELX052	BED18035

BERWICK COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
GCSE Spanish	20/09/2018	Thurs	09:30	12:00	30	£140	MEL2010	BER18029
Italian for Beginners	19/09/2018	Wed	18:00	20:00	24	£120	MEL1007	BER18028
Level 1 Award in Italian	20/09/2018	Thurs	18:30	20:30	24	£120	MEL1007	BER18026
Level 1 Award in Spanish	20/09/2018	Thurs	15:30	17:30	24	£120	MEL1006	BER18025
Spanish Advanced Conversation	20/09/2018	Thurs	12:30	15:00	11	£60	MELX034	BER18030
Spanish for Beginners	20/09/2018	Thurs	18:00	20:00	24	£120	MEL1013	BER18027
Lip Reading	17/09/2018	Mon	14:30	16:30	11	FREE	MELX014	BER18036

BLYTH COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Japanese for Beginners	19/09/2018	Wed	18:30	20:30	24	£120	MEL1018	BLY18030
Spanish for Beginners	20/09/2018	Thurs	16:00	18:00	24	£120	MEL1013	BLY18029
Lip Reading	20/09/2018	Thurs	09:30	11:30	11	FREE	MELX014	BLY18033
Introduction to British Sign Language	19/09/2018	Wed	18:00	20:00	11	£60	MELX051	BLY18036

CRAMLINGTON COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Level 1 Award in German	18/09/2018	Tues	13:00	15:00	24	£120	MEL1009	CRA18026
Spanish for Beginners	19/09/2018	Wed	18:00	20:00	24	£120	MEL1013	CRA18027
Introduction to British Sign Language	19/09/2018	Wed	18:00	20:00	11	£60	MELX051	CRA18030
Intermediate British Sign Language	17/09/2018	Mon	18:00	20:00	11	£60	MELX050	CRA18033

HEXHAM COURSES

	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
French Advanced Conversation	17/09/2018	Mon	17:00	19:00	11	£60	MELX032	HEX18054
GCSE French	19/09/2018	Wed	14:30	17:00	30	£140	MEL2005	HEX18047
GCSE German	17/09/2018	Mon	17:00	19:30	30	£140	MEL2015	HEX18048
GCSE Italian	17/09/2018	Mon	09:30	12:00	30	£140	MEL2016	HEX18049
GCSE Spanish	19/09/2018	Wed	09:30	12:00	30	£140	MEL2010	HEX18050
German for Beginners	17/09/2018	Mon	12:00	14:30	24	£120	MEL1012	HEX18040

LOCATION KEY: ■ Alnwick ■ Ashington ■ Berwick ■ Bedlington ■ Bellingham ■ Blyth ■ Cramlington ■ Morpeth ■ Hexham ■ Prudhoe

HEXHAM COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
Introduction to Latin	19/09/2018	Wed	09:30	11:30	8	£45	MELX049	HEX18057
Italian for Beginners	18/09/2018	Tues	09:30	11:30	24	£120	MELE007	HEX18041
Japanese for Beginners	20/09/2018	Thurs	18:30	20:30	24	£120	MELE018	HEX18043
Level 1 Award in French	18/09/2018	Tues	15:30	17:30	24	£120	MELI008	HEX18037
Level 1 Award in Italian	17/09/2018	Mon	12:30	14:30	24	£120	MELI007	HEX18038
Level 1 Award in Spanish	21/09/2018	Fri	10:00	12:00	24	£120	MELI006	HEX18039
Level 2 Award in French	18/09/2018	Tues	13:00	15:00	24	£120	MEL2011	HEX18044
Level 2 Award in German	17/09/2018	Mon	14:30	16:30	24	£120	MEL2013	HEX18045
Level 2 Award in Spanish	19/09/2018	Wed	12:30	14:30	24	£120	MEL2011	HEX18046
Spanish Advanced Conversation	17/09/2018	Mon	19:00	21:00	11	£60	MELX034	HEX18051
Spanish for Beginners	17/09/2018	Mon	12:30	14:30	24	£120	MELE013	HEX18042
Lip Reading	20/09/2018	Thurs	16:00	18:00	11	FREE	MELX014	HEX18067

MORPETH COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
French for Beginners	20/09/2018	Thurs	09:30	11:30	24	£120	MELE003	MOR18050
GCSE French	17/09/2018	Mon	11:30	14:00	30	£140	MEL2005	MOR18054
GCSE Spanish	19/09/2018	Wed	12:00	14:30	30	£140	MEL2010	MOR18055
Italian for Beginners	20/09/2018	Thurs	15:30	17:30	24	£120	MELE007	MOR18049
Level 1 Award in French	19/09/2018	Wed	12:30	14:30	24	£120	MELI008	MOR18043
Level 1 Award in Italian	20/09/2018	Thurs	12:30	14:30	24	£120	MELI007	MOR18046
Level 1 Award in Spanish	17/09/2018	Mon	12:00	14:00	24	£120	MELI006	MOR18044
Level 1 Award in Spanish	19/09/2018	Wed	17:30	19:30	24	£120	MELI006	MOR18045
Level 2 Award in French	17/09/2018	Mon	14:30	16:30	24	£120	MEL2011	MOR18051
Level 2 Award in Italian	20/09/2018	Thurs	09:30	11:30	24	£120	MEL2011	MOR18053
Level 2 Award in Spanish	19/09/2018	Wed	15:00	17:00	24	£120	MEL2011	MOR18052
Spanish for Beginners	17/09/2018	Mon	09:30	11:30	24	£120	MELE013	MOR18047
Spanish for Beginners	19/09/2018	Wed	09:30	11:30	24	£120	MELE013	MOR18048
Let's Explore Literature	19/09/2018	Wed	17:00	19:00	11	£60	MELX052	MOR18064
Creative Writing	20/09/2018	Thurs	18:00	20:00	11	£60	MELX002	MOR18022

PRUDHOE COURSES	START DATE	DAY	START TIME	END TIME	WEEKS	FEE	UI CODE	CENTRE CODE
French for Beginners	18/09/2018	Tues	09:30	11:30	24	£120	MELE003	PRU18053
GCSE Spanish	20/09/2018	Thurs	10:00	12:30	30	£140	MEL2010	PRU18056
German for Beginners	19/09/2018	Wed	14:30	16:30	24	£120	MELE012	PRU18052
Level 1 Award in French	19/09/2018	Wed	18:00	20:00	24	£120	MELI008	PRU18050
Level 1 Award in Spanish	20/09/2018	Thurs	13:00	15:00	24	£120	MELI006	PRU18051
Level 2 Award in Spanish	20/09/2018	Thurs	15:00	17:00	24	£120	MEL2011	PRU18055
Spanish for Beginners	20/09/2018	Thurs	17:30	19:30	24	£120	MELE013	PRU18054

MEET THE LEARNER - JOAN IBORRA RUBIO

WITH A SITE IN HEXHAM, **EGGER** IS AN AUSTRIAN-OWNED LEADING GLOBAL MANUFACTURER OF WOOD BASED MATERIALS.

The company invests in a thorough CPD for all of its employees, with Joan signing up for German classes to enhance his skills.

He started with an Entry Level class in 2014 and has now progressed to complete his GCSE!

Toni Hargreaves, German tutor, said "Joan is a perfect example of a learner who has developed with each level. He was a pleasure to teach as he was very hardworking and diligent."



"I'D ENCOURAGE ANYONE TO GIVE A NEW LANGUAGE A GO AS IT'S AMAZING WHAT IT CAN LEAD TO."

ENTRY LEVEL 03
BEGINNERS

LEVEL 01
IMPROVERS

LEVEL 02
INTERMEDIATE

GCSE
ADVANCED

How we support you



Our dedicated Learning Support team can help if you have learning difficulties, disabilities, long-term conditions or you feel you're struggling. They can help you access support in the classroom, with specialist software, note takers, interpreters or adapted equipment. Speak to us if you would like support.

LEARNER SUPPORT

Dyslexia support

We can offer advice on learning strategies, learning support sessions and a brief screening or exam assessment – speak to us at the start of your course.



Sign language and lip reading

Our British Sign Language and lip reading courses are available across Northumberland and are open to learners aged 16-plus. British Sign Language courses have a small fee, but these can be waived in some circumstances. Lip reading is provided free to all learners. We have signing and translating lecturers available if required (see pages 22-23).



Counselling service

We can provide support if you're facing a tough time outside the classroom or workplace. If you are a learner with us and have been referred by our Learner Support Service, counselling is free. All our counsellors are fully qualified members of the British Association for Counselling and Psychotherapy.



Bursaries

There are financial bursary schemes for 16-18 year olds and discretionary learner support funds for 19+. Schemes can help with the costs of learning including fees, materials and resources, travel, childcare and other costs.



Financial and childcare support

If you have a low income, ask us about financial assistance. We may be able to help you with the cost of travel, course materials or other items to support you through our Learner Support Fund. We can also help towards registered childcare.



English and maths support

If you are struggling with English and maths talk to your lecturer who can refer you to one of our classes. Free courses start throughout the year, so support can be put into place quickly.



Student union

We are registered with the National Union of Students and students can buy an NUS card that offers a huge range of discounts.



KEEPING YOU SAFE

The service aims to make sure you're safe and free from harm.

We have detailed safeguarding policies and procedures. We work with you to help you develop the skills that will help you take responsibility for your own safety.

You can report any safeguarding concern via our safeguarding portal tootoot or by reporting to our Safeguarding Champions. Our team of Safeguarding Officers will always act to ensure you are safe.

tootoot



EQUALITY

The Learning and Skills Service aims to advance equality, tackle discrimination and build good community relations. Talk to any of our staff about these issues.

We will protect you from disadvantage, inappropriate behaviour, discrimination or victimisation on the grounds of race, economic or social background, gender, age, religion or belief, disability and sexual orientation.



CAREERS GUIDANCE TEAM

The Careers Guidance team is an independent team within the Learning and Skills Service.

The team are qualified, experienced and impartial Careers Advisers here to support young people aged 16-18 who are not in education, employment or training. We can help explore and find opportunities for progression.

We can talk about courses, apprenticeships, traineeships, supported internships and supported employment services in your area; plan a route to the career you want; help you to improve your job search skills and help with benefits.

We cover all of Northumberland and can arrange to meet you in a town close to your home.

Regular weekly appointments are available in some areas, for other areas please contact the team (details below).

- **Ashington**, Tuesday
- **Blyth**, Tuesday/Thursday
- **Cramlington**, Wednesday
- **Berwick**, Monday

For further information please go to www.northumberland.gov.uk/Education/Learning/Careers

Careers Guidance Tool <http://ncc.emsicareercoach.com>

Call **01670 622 799** Email: careersteam@northumberland.gov.uk Text: **07827 244 027**

EMPLOYABILITY SUPPORT

If you're unemployed or unwaged and want to find secure paid employment, we can help you take the right steps, support you to gain skills experience and facilitate an introduction to local employers.

We'll match you to job and apprenticeship vacancies, volunteering and work placements.

Support is offered in the form of:

- Job clubs
- Skills training
- Apprenticeships
- Traineeships
- Work experience

See page 20 & 21 or Call Rianne **01670 626 107**



COACHING FOR YOUNG PEOPLE

Our coaching programme encourages personal development, provides an outlet for stresses and worries, and helps young people plan for a future they feel they can cope with and where they fit in.

Designed for 16-to-18 year olds who are not in education, employment or training, or those up to 25 years with a special need, learning difficulty or disability, the programme is perfect for those who have lost a sense of purpose or self-worth or who feel overwhelmed by pressure to do "something".

We can help to:

- Build confidence
- Set and achieve goals
- Get you back on track
- Encourage a better learning or work ethic
- Discover potential
- Introduce informal learning
- Arrange taster days
- Plan travel and training

Coaching sessions can take place in our centres, at home or in another place.

Call Michael **01670 622 112**

19-YEAR-OLD KAYLEIGH RECEIVED HELP FROM THE COUNCIL TO FIND A JOB. SHE COMMUNICATED WITH HER COACH THROUGH FACEBOOK, GOT WORK EXPERIENCE AND A NUMBER OF INTERVIEWS, WHICH LED TO A FULL TIME JOB.

APPLICATION FORM 18/19

Important - have you been a learner with us before? Y N

Personal Details Please provide your contact details.

Title Mr Mrs Ms Miss Other

Gender: Male Female

First name(s):	Surname:
Address:	
Postcode:	Email:
Telephone No:	Mobile No:
National Insurance Number:	Date of birth:
Have you lived in the UK (or EEA) for the last 3 years?: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please ring one of our advisers on 0345 600 6400	
In the event of accident or emergency, please tell us who you would like us to contact and their contact details	

Course(s) applied for Please tell us which course(s) you want to apply for and where you want to study with us. If you aren't sure what you are looking for then please ring one of our advisers on 0345 600 6400

Course code:	Course title:	Location:	Start date:	Fee:
			Total Amount	

Paying for your course(s) Please indicate below how you would like to pay

- I enclose a cheque payable to Northumberland County Council
 I will apply for an Advanced learning Loan I would like to claim fee remission on grounds below

Choosing your course: On courses where we offer fee remission and you wish to claim your discount, please choose below which category of fee remission you are entitled to: you won't be asked to make a payment to us. Instead you must bring with you evidence of your entitlement before you start the course. If you cannot provide the evidence, you will need to either pay for the course in full or an offer of a place may be withdrawn.

I wish to claim free tuition because I am:

- 16-18 years at the start of the course
- 19-24 years and undertaking a Traineeship
- 19+ and studying Functional Skills in English or maths learning aims up to level 2
- 19+ and studying GCSE English Language or maths learning aims, and you do not currently have these qualifications at grades A* to C
- 19-23 years studying to progress to level 2 (e.g. Entry Level or Level 1 and have not yet achieved above Level 1)
- 19-23 years and studying first full level 2 qualification, where you have not already achieved at level 2 or above
- 19-23 years and studying a first full level 3 course with legal entitlement, where you have not already achieved at level 3 or above

- 19+ years who are studying up to and including Level 2 who are unemployed and meeting one of the following conditions:
- receiving Job Seeker's Allowance
 - receiving Employment Support Allowance and are in the Work Related Activity Group
 - receiving Universal Credit, either earning less than £330 a month or are determined by Jobcentre Plus (JCP) as being in one of the following groups: All Work-Related Requirements Group, Work Preparation Group, Work-Focused Interview Group
- At our discretion we may provide you with fee remission if you are:
- unemployed and receiving any state benefit and earn less than £330 a month, want to enter employment and where the course is directly relevant to your employment prospects and the local labour market needs
 - employed but earn less than £330 a month and you need to progress into more sustainable employment and the learning is directly relevant to employment prospects and the local labour market needs. An example of where we may support your fees is if you are on a zero hours contract earning less than £330 a month and you undertake vocational training for an occupation

Please note: you will be asked to provide suitable evidence of income to benefit from this remission.

FOR OFFICE USE ONLY

Payment Method: Receipt No: Total received:

Send to: Learning and Skills Service - Adult Learning Northumbria House, Manor Walks, Cramlington, Northumberland, NE23 6UR



How to Enrol

STEP 1: CHOOSE A COURSE

If you need guidance call **0345 600 6400**

For more detailed information go to **www.northumberland.gov.uk/adultlearning** where you can find full course outlines.

If you still have a question, staff are happy to talk to you; at our centres, over the telephone or by **email: adultlearning@northumberland.gov.uk**

STEP 2: FEES

Check whether you have to pay the standard fee or you are entitled to a free place. There are different funding opportunities to support you.

We can offer flexible plans for course fees of **£150** or more, but may consider other exceptional circumstances.

Remember to read the fees and refunds policy before enrolling **www.northumberland.gov.uk/adultlearning**

STEP 3: ENROL WITH US

- Call us on **0345 600 6400**



Have your course code and debit/credit card to hand

- Enrol in person at any of the local centres during opening hours. You can pay by credit/debit card, cheque or cash



- Send in an application form by post to:



Enrolment Team

Learning and Skills Service - Adult Learning
Northumbria House, Manor Walks, Cramlington,
Northumberland, NE23 6UR

STEP 4: CONFIRMATION

Your place will be confirmed with an e-mail once you have enrolled. All you need to do is bring this confirmation and ID to your chosen class. You will only hear from us again prior to your class if we have not gained sufficient numbers for the class to run. If this is the case you will be given an alternative course or fully refunded.



COURSE FEES

Course fees don't need to be a barrier to learning.

There are financial bursary schemes for 16-18 year olds and discretionary learner support funds for 19+. Schemes can help with the costs of learning including fees, materials and resources, travel, childcare and other costs.

16-18 YEARS

- At the start of the course

19-24 YEARS

- Undertaking a Traineeship

19+ YEARS

- Studying English or maths learning aims
- Studying GCSE English or maths, where you do not currently have these qualifications at grades A* to C

19-23 YEARS

- Studying entry or level 1 and have not yet achieved above level 1, and progressing to first full level 2
- Studying level 2 and have not yet achieved above level 1, and progressing to first full level 2
- Studying first full level 2 qualification
- Studying first full level 3 qualification with legal entitlement
- Studying first level 4 or above without having achieved a first full level 3 qualification

- Studying up to level 4 who need help to move into work, progress in work or remove a barrier to getting into work, and who are receiving JSA, ESA and are in the work-related activity group or receiving Universal Credit and mandated to training

- Unemployed, receiving any state benefit, want to enter employment and where the course is directly relevant to your employment prospects

24+ YEARS

- Studying up to level 2 who need help to move into work, progress in work or remove a barrier to getting into work, and who are: receiving JSA, ESA and are in the work-related activity group or receiving Universal Credit and mandated to training unemployed, receiving any state benefit, want to enter employment and where the course is directly relevant to your employment prospects
- Studying their first full level 2 or first full level 3 qualification and left the British Armed Forces within the last 10 years after completing four or more years of service or have been medically discharged, after completing basic training

If you have any questions about funding, finance or fees please contact Gemma Lee, Finance and Learning Loans Officer on **01670 622 105.**



Northumberland County Council

LEARNING CENTRES

ALNWICK ADULT LEARNING CENTRE

Lindisfarne Road
Alnwick,
NE66 1AX

Tel: 01670 623 691

WANSBECK WORKSPACE

Rotary Parkway,
Ashington,
NE63 8QZ

Tel: 01670 623 894

BERWICK ADULT LEARNING CENTRE

Walkergate
Berwick upon Tweed,
TD15 1DB

Tel: 01670 626 107

CRAMLINGTON ADULT LEARNING CENTRE

Northumbria House
Manor Walks
Cramlington, NE23 6UR

Tel: 01670 622 104

MORPETH ADULT LEARNING CENTRE

Cottingwood Lane
Morpeth,
NE61 1DN

Tel: 01670 622 257

ASHINGTON CONSTRUCTION AND ENGINEERING

Freeman Way
Ashington, NE63 0YB

Tel: 01670 623 666

BEDLINGTON OPEN LEARNING CENTRE

Jubilee Terrace
Bedlington,
NE22 5HB

Tel: 01670 623 687

BLYTH ADULT LEARNING CENTRE

Brunel Building,
Regent Street,
Blyth, NE24 1LT

Tel: 01670 622 099

HEXHAM ADULT LEARNING CENTRE

The Gatehouse
Wanless Lane, Hexham,
NE46 1BU

Tel: 01670 623 701

PRUDHOE FUSE MEDIA CENTRE

Moor Road
Prudhoe,
NE42 5LJ

Tel: 01670 623 689

ENROL NOW

CALL 0345 600 6400

Our enrolment line is open:

Monday to Thursday 08:30 - 17:00 and Friday 08:30 - 16:30.

www.northumberland.gov.uk/adultlearning

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 622 103
Type talk: 01800108456006400 Email: adultlearning@northumberland.gov.uk