

BE ANYTHING

YOU

WANT TO BE*



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

NORTHUMBERLAND

Northumberland County Council

www.northumberland.gov.uk/adultlearning

CONTENTS



BE ABLE TO MAKE A FRESH START

Find out about English and Maths boosters, taking the Fast Track into work, learning when you want, the Job Club, helping your family or getting ready to take a degree.

2



BE IN WORK AND EARNING

Find out more about getting onto the job ladder by getting a traineeship or an apprenticeship place.

13



BE ABLE TO GET AHEAD

Find out about how you can gain skills and make progress in your job – or even change to a new one.

16



BE YOURSELF — LEARNING FOR LEISURE AND PLEASURE

Find out more about how to develop your skills and abilities and make the most of your leisure time.

23



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

Talk to our staff about how we can help you to choose a course or programme that suits you. Many of our courses are absolutely free.

37

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 the time, or even the confidence.

If we let our chances go, we can become frustrated and feel that we're not making the best of things.

This feeling can affect us when we leave school, where we might not have got off on the right foot.

It can affect us if we feel that we have too many responsibilities and not enough opportunities.

It can affect us at work, where other people seem to be getting ahead of us, people who may be less talented but more determined.

And it can also affect us when we have leisure time – we might find that we're simply wasting time in front of the TV when we could be doing so much more with our lives.

That's where we can help.

We run a range of learning, training and development opportunities that can help you to be what you want to be whoever you are, and wherever in Northumberland you live.

Our courses are **local** and taught by experienced, qualified tutors who have a strong track record in helping 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.

Take a look through this brochure. Feast your eyes on the opportunities we can offer you.

You'll find accounts of 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 people whom we've worked with.

You'll find as you read through this brochure that many of our programmes are 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.

BE ABLE TO MAKE A FRESH START

Sometimes, we don't make the best start to our adult lives.

We might not get the results we wanted at school. Or we might not feel confident enough to get ahead. We might want to go to college or university but our poor scores in English or Maths might hold us back. We might just want to improve our qualifications so we can get a good job with prospects.

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 five Fresh Start programmes, each designed to get you to where you want to be.

English and Maths boosters – Functional Skills

If you worry about Maths or English, then you're not alone. Thousands of people do.

You might find it difficult to read. You might struggle to add up the cost of food, shopping, loans.

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 key skills.

We believe that people work best in a relaxed atmosphere.

**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, budgeting skills
- ✓ Refresh your skills and improve confidence
- ✓ Gain recognised qualifications that employers are looking for

**It's up to you. But don't let your
worries about English or Maths
hold you back.**

Sarah

Fear of English was holding me back – Sarah, 27

Every time an English exam came around – and I've taken a few – I wouldn't be able to sleep. On the day, I'd feel sick and panicky. I just couldn't pass the exam. I could obviously speak it ok. But getting my words down on paper scared me to death. I was a nervous wreck.

The trouble was, I couldn't do anything else. I wanted to go into nursery care but the course I wanted to take wouldn't take me unless I had English. I'd almost given up hope.

But I enrolled on an English course that was running locally. The tutor was fantastic. She really understood me. She helped me feel more confident about what I already knew. She used to say, "You've got it in there Sarah – I'll help you to bring it out."

She was right. I think I'd lost confidence altogether. My fear got in the way of everything. I wouldn't say I was now Shakespeare but I passed the exam and I'm well on my way to doing childcare.

It's been brill.



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.

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

Just contact your local centre. Our staff will organise an appointment for you to visit and complete an initial assessment to tell us what level you are at, we'll then work with you to slot you into the right class for your level.

English and Maths Boosters – Functional Skills

English	Monday	Tuesday	Wednesday	Thursday
Bellingham	●	●		
Haltwhistle		●	●	●
Hexham		●		
Prudhoe			●	

Maths	Monday	Tuesday	Wednesday	Thursday
Bellingham	●	●		
Haltwhistle		●	●	●
Hexham		●		
Prudhoe	●			



**FOR COURSE
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HALTWHISTLE & BELLINGHAM
01434 322809

HEXHAM
01434 607298

PRUDHOE
01661 836215

Call us today - we'll help you take the next step - Hexham 01434 607298 - Prudhoe 01661 836215

ENGLISH AND MATHS GCSE AND A LEVELS

Achieving good grades in GCSE English and Maths is essential for higher study and many employers look for passes in these subjects, particularly A* – C grades. Here's your chance to get that pass with our GCSE programme. **If you don't already have a C grade or above, then we'll train and examine you for free.**

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Introduction to English GCSE								
Bellingham	MON	28-Sep-15	4:00PM	7:00PM	1	£0	-	HAY15086
Haltwhistle	TUE	29-Sep-15	5:45PM	8:45PM	1	£0	-	HAY15087
English GCSE								
Bellingham	MON	5-Oct-15	4:00PM	7:00PM	29	£140	-	HAY15084
Haltwhistle	TUE	6-Oct-15	5:45PM	8:45PM	29	£140	-	HAY15085
Highfield Middle School, Prudhoe	WED	30-Sep-15	6:00PM	9:00PM	30	£140	-	HEX15049
Hexham	THU	1-Oct-15	9:30AM	12:30PM	30	£140	-	HEX15050
English Literature GCE AS Level								
Hexham	THU	1-Oct-15	1:00PM	4:00PM	30	£140	£720	HEX15031
Introduction to Maths GCSE								
Bellingham	MON	28-Sep-15	12:30PM	3:30PM	1	£0	-	HAY15021
Haltwhistle	THU	1-Oct-15	5:45PM	8:45PM	1	£0	-	HAY15022
Maths GCSE								
Bellingham	MON	5-Oct-15	12:30PM	3:30PM	29	£140	-	HAY15024
Haltwhistle	THU	8-Oct-15	5:45PM	8:45PM	29	£140	-	HAY15025
Hexham	THU	1-Oct-15	2:00PM	5:00PM	30	£140	-	HEX15051
Prudhoe	THU	1-Oct-15	6:00PM	9:00PM	30	£140	-	HEX15052
Mathematics GCE AS Level								
Hexham	TUE	29-Sep-15	6:15PM	9:15PM	30	£140	£720	HEX15053

Steven

Maths is everywhere – Steven, 26

The day I discovered that I couldn't go on to study at university without a Maths GCSE was one of the worst in my life. I thought I was sunk.

Numbers baffle me. Trying to remember formulas is impossible for me. I just don't seem to get it.

Or so I thought.

One of my mates, who's pretty good at Maths, started to talk to me about numbers. Maths is everywhere, he said. Wherever you look, you'll find Maths at work.

I thought he was talking rubbish but he helped to make Maths make a bit of sense.

He helped me to get on a Maths programme with local tutors. It was free – I couldn't believe it.

I passed the exam – it was not a high pass – but that didn't matter. Maths may be everywhere and although I'm not keen to bump into it again.

If I have to see it again, I'll be happy, I can cope.



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, people 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 weekly and intensive 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 scratch – you can even add on an IT qualification if you want

Course	Day	Start Date	Start Time	End Time	Weeks	Fee
Fast Track to Work – Employability Skills						
Haltwhistle	MON	Every week	9:30AM	12:30PM	20	FREE
Bellingham	TUE	Every week	9:30AM	12:30PM	20	FREE
Prudhoe	TUE	Every week	10:00AM	3:00PM	20	FREE
Hexham	FRI	Every week	10:00AM	3:00PM	20	FREE
INTENSIVE COURSE Fast Track to Work – Employability Skills						
Haltwhistle	MON TO FRI	Every other week	9:00AM	3:00PM	1	FREE

We also run workshops for people who are new to claiming Job Seekers Allowance that will quickly help you to prepare a CV that will attract the attention of potential employers.

These workshops quickly help you set up and use emails, register on Universal Job Match, complete an electronic CV and get any support you need with Maths, English and computer skills. It is designed to get you up and running with the key things the Job Centre expect claimants to do as soon as possible and to identify any barriers that might result in you being sanctioned for benefits.

Course	Day	Start Date	Start Time	End Time	Weeks	Fee
1 day Job Seekers Allowance Workshop for new claimants						
Bellingham	FRI	Every other week	9:30AM	3:00PM	1	FREE
Haltwhistle	FRI	Every other week	9:30AM	3:00PM	1	FREE
Hexham	FRI	Every other week	9:30AM	3:00PM	1	FREE
Prudhoe	FRI	Every other week	9:30AM	3:00PM	1	FREE

Sometimes your wellbeing is the thing that's been holding you back from getting into work.

Our wellbeing programme can help you to understand a variety of well-being topics and the impact they can have on you.

It is designed to help you understand the impact lifestyle choices can have and how you can make informed, healthy choices. Topics include stress management, mental health, relationships and sexual health, substance misuse, personal safety, eating and drinking, weight management and body image.

Course	Day	Start Date	Start Time	End Time	Weeks	Fee
Certificate in Wellbeing – Level 2						
Haltwhistle	MON	Every week	9:30AM	3:00PM	10	FREE
Hexham	THU	Every week	1:00PM	4:00PM	10	FREE



Justin

I don't think I rocked how I looked – Justin, 19

If you stop caring about things, if you feel you've been let down, or even let yourself down, it's easy to stop looking after yourself. My mam wasn't around anymore to check me and give me the once over in the morning. She died last year and things had been hard.

I found myself wearing the same clothes day after day. I stopped shaving. Stopped having my daily shower. And nobody will say anything to you, not even your mates. After a while, I wasn't really looking the part I needed to be. So when you go for job interviews, you've got no chance.

They're polite. They'll say, "We don't think you're quite what we're looking for" and stuff like that, but the real problem is that other people don't really want to be around you or have you on the team. You know like when you are at school and you are the last one picked for sports.

I was that guy. I say "was" because I'm not now. I went on a Fast Track to Work programme and they really helped me.

We did the usual stuff, not that it was boring or anything - understanding benefits, budgeting and how to survive until you get a job, CVs, applications and writing good letters – all that was great.

But it was the personal presentation stuff that really worked for me. It was the fact that someone cared and helped me to feel important again, they were there to check me like mam, until I got my head into gear and did it myself.

They were very sensitive. They didn't embarrass me or anything. But they talked to me about how I could present myself better. They talked about clothes, hygiene, how I spoke.

They gave me tons of confidence. Really. They sorted me right out. They were right beside me when I landed a traineeship that became an apprenticeship that became a job.

So I'm working and earning. I can hardly believe it.

ANYTIME LEARNING LEARN WHEN YOU WANT

We know how frustrating it can be when you want to learn something new but the course is either already underway – or some way off.

You might have needed to change jobs – or wanted to skill up for promotion. Or you might be currently unemployed.

So we developed our Anytime Learning programme. Courses are developed on a modular basis so you can literally drop in anytime and start immediately.

If you are unemployed on JSA, ESA or another benefit, all of your training and exams are free. And if you need help with childcare, travel, materials or equipment, we can help you.

Health, Children and Adult Social Care

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+
Preparing to Work in Adult Social Care Level 1							
Hexham	TUE	Every week	9:30AM	12:30PM	11	£90	-
Haltwhistle	WED	Every week	1:00PM	4:00PM	11	£90	-
Certificate in Preparing to Work in Adult Social Care Level 2							
Hexham	TUE	Every week	1:00PM	4:00PM	36	£140	-
Haltwhistle	WED	Every week	1:00PM	4:00PM	36	£140	-
Award in Working with Children Level 1							
Haltwhistle	MON	Every week	9:30AM	12:30PM	25	£90	-
Hexham	MON	Every week	9:30AM	12:30PM	25	£90	-
Prudhoe	WED	Every week	1:00PM	4:00PM	25	£90	-
Certificate for the Children's Workforce Level 2							
Haltwhistle	MON	Every week	1:00PM	4:00PM	52	£250	-
Hexham	MON	Every week	9:30AM	12:30PM	52	£250	-
Prudhoe	WED	Every week	5:00PM	8:00PM	52	£250	-
Hexham	THU	Every week	9:30AM	12:30PM	52	£250	-
Diploma for the Children's Workforce Level 3							
Haltwhistle	MON	Every week	1:00PM	4:00PM	78	£390	£2,570
Hexham	MON	Every week	9:30AM	12:30PM	78	£390	£2,570
Prudhoe	WED	Every week	5:00PM	8:00PM	78	£390	£2,570
Hexham	THU	Every week	9:30AM	12:30PM	78	£390	£2,570

THESE COURSES ARE FREE IF YOU ARE UNEMPLOYED



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BUSINESS, ACCOUNTANCY, ADMINISTRATION AND RETAIL

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+
BTEC Certificate in Administration - Level 1							
Hexham	WED	Every week	6:00PM	8:30PM	20	£140	-
Haltwhistle	THU	Every week	1:00PM	4:00PM	20	£140	-
Prudhoe	THU	Every week	1:00PM	4:00PM	20	£140	-
BTEC Certificate in Customer Service - Level 1							
Hexham	TUE	Every week	6:00PM	8:30PM	20	£140	-
Prudhoe	TUE	Every week	1:00PM	4:00PM	20	£140	-
Haltwhistle	THU	Every week	1:00PM	4:00PM	20	£140	-
Certificate in Retail Level 1							
Haltwhistle	FRI	Every week	9:00AM	12:30PM	20	£140	-
Manual and Computerised Book-keeping Level 1							
Prudhoe	TUE	Every week	6:00PM	8:30PM	20	£90	-
Haltwhistle	MON	Every week	9:30AM	12:30PM	20	£90	-



HOSPITALITY, PROFESSIONAL COOKING AND CATERING

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+
Diploma in Introduction to Professional Cookery Level 1							
Hexham	TUE	Every week	4:00PM	9:00PM	40	£390	-
Diploma in Food Production and Cooking Level 2							
Hexham	TUE	Every week	4:00PM	9:00PM	52	£390	-
Diploma in Professional Cookery Level 2							
Hexham	TUE	Every week	4:00PM	9:00PM	52	£390	-
Certificate In Hospitality and Catering Principles Level 2							
Hexham	TUE	Every week	4:00PM	9:00PM	40	£140	-
Diploma in Advanced Professional Cookery Level 3							
Hexham	TUE	Every week	4:00PM	9:00PM	52	£390	£2,570

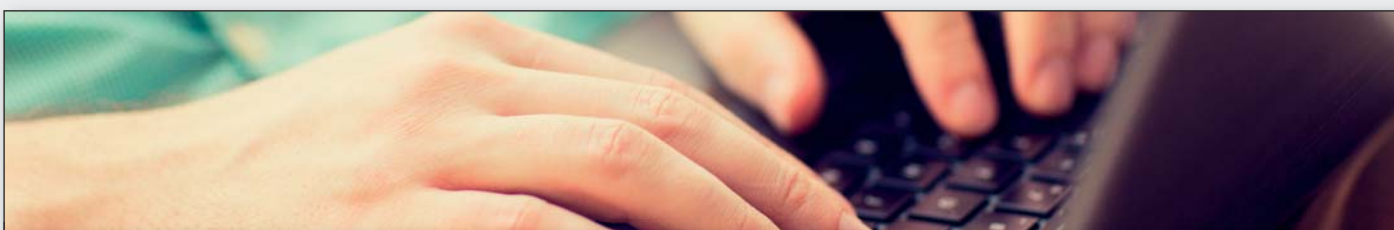


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INFORMATION TECHNOLOGY AND DIGITAL SKILLS

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+
A Beginner's Guide to Digital Skills - Award at Entry Level 3							
Haltwhistle	MON	Every week	1:00PM	4:00PM	15	£90	-
A Beginner's Guide to Computing – Award at Entry Level 3							
Prudhoe	TUE	Every week	9:30AM	12:00PM	15	£90	-
Rothbury	TUE	Every week	11:30AM	2:00PM	15	£90	-
Bellingham	TUE	Every week	9:30AM	4:30PM	6	£90	-
Hexham	WED	Every week	1:00PM	3:30PM	15	£90	-
Haltwhistle	WED	Every week	9:30AM	4:30PM	6	£90	-
European Computer Driving Licence – Certificate at Level 2							
Haltwhistle	TUE	Every week	9.30AM	4.30PM	15	£120	-

THESE COURSES ARE FREE IF YOU ARE UNEMPLOYED

TEACHING TRAINING AND LEARNING SUPPORT

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+
Certificate in Supporting Teaching and Learning in Schools Level 2							
Haltwhistle	MON	Every week	1:00PM	4:00PM	52	£250	-
Hexham	MON	Every week	9:30AM	12:30PM	52	£250	-
Prudhoe	WED	Every week	5:00PM	8:00PM	52	£250	-
Haltwhistle	WED	Every week	6:00PM	9:00PM	52	£250	-
Hexham	THU	Every week	9:30AM	12:30PM	52	£250	-
Diploma in Specialist Teaching Support Level 3							
Haltwhistle	MON	Every week	1:00PM	4:00PM	78	£390	£2,570
Hexham	MON	Every week	9:30AM	12:30PM	78	£390	£2,570
Prudhoe	WED	Every week	5:00PM	8:00PM	78	£390	£2,570
Haltwhistle	WED	Every week	6:00PM	9:00PM	78	£390	£2,570
Hexham	THU	Every week	9:30AM	12:30PM	78	£390	£2,570

THESE COURSES ARE FREE IF YOU ARE UNEMPLOYED

Jody

I needed to get back into work immediately – Jody, 27

Nothing prepares you for losing your job. We all knew that it was possible that the business would go down. There'd been rumours about the company's finances for ages. But when it comes, it hurts. I didn't want to lose momentum. I'd been earning half-decent money and I needed every penny.

I enrolled on Anytime Learning programme. I was able to do an IT course and polish up on some skills I had on Microsoft programmes. It paid off. I was able to fit my training around job applications and interviews.

Before long I was back in work.



JOB CLUB

One of the things people feel most acutely when out of work is isolation. It's easy to feel that you're facing this all 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 compelling cover letters. 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.

Course	Day	Start Date	Start Time	End Time	Weeks	Fee
Job club						
Haltwhistle	MON	Every week	10:00AM	12:00PM	Drop in any week between start and finish time	FREE
Rothbury	TUE		9:30AM	11:30AM		
Bellingham	TUE		10:00AM	12:00PM		
Haltwhistle	THU		1:00PM	3:00PM		

'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:-

- **£17** per week for an **electric bike**
- **£20** per week for a **50cc scooter**
- **£25** 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.

For more information

contact **David** or **Kay** on:- **01670 620136** or **07974 388651**
e-mail: **w2w@Northumberland.gov.uk**

Wheels 2 Work is a 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

FAMILY LEARNING

HELPING YOUR CHILDREN THRIVE AND BECOMING MORE CONFIDENT



If you're at home with your children, it's easy to lose touch.

Days can merge into each other. Looking after children can be very challenging. If you're a young parent it can be harder still. You might have only just left school. It's a lot to deal with. It's easy to feel overwhelmed by it all. Lots of parents lose confidence. It's a very common thing. Parenting can be very tough.

We're keen to help you.

Our Family Learning programmes are designed with people like you in mind. We can help you to keep up with your children's schoolwork, so you can help them when they find things difficult. We can also help you to develop the skills you'll need to be a successful parent – and even get a job.

Our free courses include:

- Budgeting skills – making your money go further
- Learning through play – helping your children to develop
- Making toys and games – keeping your children interested and occupied
- Family computing – how to go online and get the most out of your computer
- Keeping your family safe online – protecting your children from harm
- Healthy eating – getting the most out of your food budget
- Family health and stress management – staying calm when things get tough
- Emergency first aid for babies and children – keeping your children safe

You'll find Family Learning courses near where you live. We have some free crèche spaces, but we can help you to access other local crèches. We welcome everyone involved in looking after children: parents, grandparents, carers, guardians.

If you'd like to find out more, please contact your local children's centre.

**Hexham
Children's Centre**
Beaufront Avenue
Hexham
NE46 1JD
Tel: 01434 601698

**North Tynies
Children's Centre**
Bellingham Schools
Site, Redesmouth
Road, Bellingham
NE48 2EN
Tel: 01434 220716

**Ponteland
Children's Centre**
Thornhill Road
Ponteland
NE20 9QB
Tel: 01661 821591

**Prudhoe
Children's Centre**
Broomhouse Lane
Prudhoe
NE42 5FT
Tel: 01661 839350

**Western Tynedale
Children's Centre**
Woodhouse Lane
Haltwhistle
NE49 9DP
Tel: 01434 321761



Jayden

I became a label – Jayden, 17

When I was at school, everybody knew me. I was really popular. It felt good. I didn't enjoy lessons and all that but I loved hanging out with my friends and having a good time.

I got pregnant really young but Sarah is my special girl. She's really great. She's my everything. But I became a label – a young unemployed mum. People didn't see me as

Jayden, someone who loves life, but as someone who's on benefits with a kid. They didn't see a loving young mother. It's as if being on benefits made everything else about me invisible.

I've got a brain. I know that if I worked hard I could really make something of my life. And I want to now. I want Sarah to have all the chances she can. She's two now. But she's really clever. Speaks well. She's switched on, she really is.

I didn't think it would be this hard to get people to see me differently. It was a real struggle at first. But I was determined. So I went along to Family Learning. The one thing I noticed was not being judged. They saw me again.

I hadn't realised how much of my confidence I'd lost. But I'm back.

SO YOU WANT TO TAKE A DEGREE...

ACCESS TO HIGHER EDUCATION

Many people discover, sometimes years after leaving school, that they develop an interest in going to university.

Increasingly, it can be hard to advance at work if you're not a graduate, although not impossible. But getting back into full time study can be challenging. It's very easy to get out of the studying habit.

An Access to Higher Education course can be the best way to re-familiarise yourself with the academic way of thinking. More, it can help universities judge whether you've got what it takes to succeed at degree level.

Being a graduate can open doors for you. It can give you a chance to explore a new career, help you to develop your interests and increase your earning power. Graduates tend to have higher career earnings than those who do not have a degree.

Access to HE courses are open to anyone over 18. Our courses run in both Hexham and Alnwick. If you are successful, you will have a recognised qualification that will get you into the university of your choice. You'll study over one or two years, depending on how the study fits around your lifestyle.

You will be able to choose one of these pathways to get to University:

- Health
- Humanities
- Social Science
- Education

To apply for or enquire about Access to Higher Education contact **Jane** at **Hexham** on **01434 607298**.

I didn't want to let the chance pass me by - Tim, 25

I never thought I'd go to university. When I was at school, my mates were all obsessed with talking about where they were going to study but I never felt part of that. It didn't worry me that they were going off and I was staying at home. I wanted to be earning. I wanted a car, maybe a house.

I was lucky to get a job soon after I left school. I didn't have great A levels – a couple of Ds. But I wasn't surrounded by graduates at work so it wasn't a problem. I found that if you're prepared to work, to put the hours in and to be enthusiastic, then you can get on. And that's what I thought I'd be doing – working, earning, spending, living.

But I started to get a nagging feeling. I was happy enough but every now and then I'd wonder whether I could have achieved more. My girlfriend may have triggered my unease when she asked me if I'd ever regretted anything. I said no but when I started to think about I think I did.

I started to look at university websites. I even talked to some of my mates who'd by now graduated. I realised I was going to have to do something about it. I realised that I didn't want to look back and think I'd somehow missed out.

My lifesaver was an Access to Higher Education course. Getting back to serious study can be challenging. But the course got me ready for that. There were lots of study tips. We met admission tutors. We topped up our IT and writing skills. By the time I finished the course, I was ready to go and hungry.

I'm in my second year now. I'm really into my course and because I got my student loan, I don't have to pay it back until I'm earning good money. If you're keen to take a degree, my advice is: take an access course.

It's the best way to get back into full time study. Bar none.

Tim



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.

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>



IF THE COURSE YOU WANT IS NOT IN THE BROCHURE AT THE TIME OR LOCATION YOU NEED, PLEASE **TALK TO US.** WE MAY BE ABLE TO HELP.

Chris

I show other apprentices how to succeed – Chris, 24

I've never been good at anything. Not really good. I kind of shuffled through my teens. I was almost invisible – I wasn't the worst and I didn't stand out. Teachers didn't notice me. I think most would have struggled to point me out in a crowd. I don't even have a picture in our year book.

I took an apprenticeship because I didn't know what else to do. My mum said I had to do something. Actually, I enjoyed playing COD – but I wasn't good at that either. Anyway, she wasn't having any of it and she forced me to go on an apprenticeship interview.

I don't know how I got it. I think Stan, the manager, felt sorry for me. I got drenched on the way to the interview and turned up looking like a drowned rat.

Anyway, to cut a long story very short, I became their star performer. I found I really got it – being at work. I was working in a forklift factory – but really enjoyed work itself. Work is a funny thing – it's a whole bunch of people trying to do things in a particular way to keep customers happy. Stan ran the apprenticeship programme for the company and he started asking me to talk to new apprentices about the programme.

At first, I was reluctant. I was a bit shy. But soon I started saying more and more. I had this whole speech worked out. Stan introduced me to his boss and the company gave me a role in their learning and development section – workplace culture assistant.

It turns out that work's a whole thing in itself. I'm looking to train to go into HR – human resources to you and me. I see people like me, the me I used to be, every week. They're always looking at their feet. My job is to get them to look at me and show interest.

It's not as hard as you might imagine.

Contact our traineeship and apprenticeship team on 01670 622114 for help.



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>

Donna

I'm ready for anything – Donna, 21

I thought there was something wrong with me. I did not have a clue about what I wanted to do when I left school. All my friends were pretty sure – or at least they said they were. But me, I spent my days staring out of the windows and staying out of the way of my teachers. School was really boring.

I wasn't even sure I wanted to work. So when I turned up for apprenticeship interviews, I must have looked uninterested. Some of the interviews were really short. I guess they knew I wasn't interested. Most were really polite but one guy shouted at me and told me to pay attention. Not that that made any difference.

I don't know why but I decided to have a bash at a traineeship. I worked as a part time carer. It wasn't so much the work that changed how I saw things – it was the people I worked with, Agnes, mainly. She was this old lady who was at the home I was working in. She was great. I think she was a bit like me, sassy, independent. Anyway, me and Agnes got on great. She talked to me about all sorts of stuff.

Whatever happened my attitude started to change. I found I was getting to work earlier in the morning. I'd rush in and seek out Agnes.

These days I'm on a caring apprenticeship, and although I'm working in a different home now, I still think of Agnes most days and we do the old fashioned way of keeping in touch, we write cards and letters to each other, and in my spare time I visit her. The thing is that there are so many people like her – older people have so much to talk about. I love what I do.

I can't imagine doing anything else.



BE ABLE TO GET AHEAD

It's great to have a job. But as life moves on, being in work is not always enough.

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.

Sometimes, when we're in work 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 our best at work, we're often best to follow our interests. That can mean a career change. It can mean learning new skills or getting better qualifications.

It can also mean a complete change of direction – going from being employed to running our own businesses.

Of course, things can happen in life that change everything. A business can go under, a firm can make people redundant or our personal circumstances can change radically. When that happens, we have to make the best of things and learning new skills can offer a route to the future.

Whatever you do, our Get Ahead Programme can help you get to where you want to go faster. It can open the door to career advancement, career change and better pay.

Let's take a look at the kinds of people who enrol on our **Get Ahead** programmes.

Marie

From bust business to busy children - Marie, 36

I remember the day it happened. I was getting the kids ready for school and the phone rang. I hate getting unexpected calls. I thought at first it might be my mum – she's getting on now and I worry about her.

But it was work. They didn't want me to go in. They'd get back to me and explain later. But for now, they said, take the day off.

I can still feel that sickening clutch in my stomach. I started shaking. We really needed my work. My husband can't always get work and he was at home that day.

Anyway, turns out the business went under. Owed thousands to the bank. We were the last to get paid. And when it came it was a pittance, nowhere near what we were owed.

I'd always loved working with children. I knew I loved our kids but they're yours aren't they? We all love our kids.

But I thought, why not learn more about working with children and do child care for a living. I thought there's bound to be work there. It would be a lot more interesting than doing 'books'.

So that's what I did. I took a course in child care and here I am now. Fully employed – and much more, they keep you really busy. And very happy - very, very happy.

It's probably one of the best things that's ever happened to me, in a funny way.

Steven

Fed up getting pipped for better jobs – Steven, 45

I'm a competitive person. It's in my nature. Everything is a competition with me. To be honest, it can be a bit of a nightmare – I think my children think I take everything way too seriously. Even playing Monopoly can get out of hand!

I try to tone it down at home but at work it really matters. So when I found that I was losing out, not getting promotion or not even getting short-listed for jobs that I knew I could do with my eyes shut, I knew I had to do something – and quickly.

The crunch came last year. Me and a colleague, a friend even, went for the next step up at work. He's younger than me but in truth far better qualified. I had competence on my side. I'm good at what I do.

But when it came down to it, I came a poor second. He was light years ahead and was not only offered the job – but at a higher rate than what was promised.

It was gut-wrenching, a real kick in the teeth. So I was determined that was never going to happen to me again.

I took advice and enrolled on a training programme.



HEALTH, CHILDREN AND ADULT SOCIAL CARE

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Award in Preparing to Work in Adult Social Care - Level 1								
Haltwhistle	MON	28-Sep-15	6:00PM	9:00PM	25	£90	-	HAY15095
Haltwhistle	MON	28-Sep-15	9:30AM	12:30PM	25	£90	-	HAY15003
Hexham	MON	28-Sep-15	9:30AM	12:30PM	25	£90	-	HEX15001
Hexham	TUE	29-Sep-15	1:00PM	4:00PM	11	£90	-	HEX15015
Prudhoe	WED	30-Sep-15	1:00PM	4:00PM	25	£90	-	HEX15008
Haltwhistle	WED	30-Sep-15	1:00PM	4:00PM	11	£90	-	HAY15001
Bellingham	THU	1-Oct-15	9:30AM	12:30PM	25	£90	-	HAY15002
Certificate in Preparing to Work in Adult Social Care - Level 2								
Hexham	TUE	29-Sep-15	1:00PM	4:00PM	30	£140	-	HEX15023
Haltwhistle	WED	30-Sep-15	1:00PM	4:00PM	52	£140	-	HAY15011
Certificate for the Children and Young People's Workforce - Level 2								
Haltwhistle	MON	28-Sep-15	1:00PM	4:00PM	52	£250	-	HAY15004
Hexham	MON	28-Sep-15	9:30AM	12:30PM	52	£250	-	HEX15003
Prudhoe	WED	30-Sep-15	5:00PM	8:00PM	52	£250	-	HEX15010
Hexham	THU	1-Oct-15	9:30AM	12:30PM	52	£250	-	HEX15003
Diploma for the Children and Young People's Workforce - Level 3								
Haltwhistle	MON	28-Sep-15	1:00PM	4:00PM	70	£390	£2,570	HAY15014
Hexham	MON	28-Sep-15	1:00PM	4:00PM	78	£390	£2,570	HEX15006
Prudhoe	WED	30-Sep-15	5:00PM	8:00PM	78	£390	£2,570	HEX15013
Hexham	THU	1-Oct-15	1:00PM	4:00PM	78	£390	£2,570	HEX15006



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HEALTH, CHILDREN AND ADULT SOCIAL CARE (CONTINUED)

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Counselling Skills for Beginners								
Bellingham	TUE	29-Sep-15	1:00PM	3:00PM	10	£50	-	HAY15012
Haltwhistle	WED	30-Sep-15	10:00AM	12:00PM	10	£50	-	HAY15013
Highfield Middle School, Prudhoe	WED	30-Sep-15	6:00PM	8:00PM	10	£50	-	HEX15017
Hexham	THU	1-Oct-15	6:00PM	8:00PM	10	£50	-	HEX15018
Certificate in Counselling Skills - Level 2								
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	30	£140	-	HAY15089
Haltwhistle	WED	30-Sep-15	9:30AM	12:30PM	30	£140	-	HAY15005
Hexham	THU	1-Oct-15	9:30AM	12:30PM	30	£140	-	HEX15019
Hexham	THU	28-Sep-15	6:00AM	9:00AM	30	£140	-	HEX15020
Diploma in Counselling Skills - Level 3								
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	70	£390	£1,980	HAY15091
Haltwhistle	WED	30-Sep-15	9:00AM	12:30PM	70	£390	£1,980	HAY15015
Certificate in Information, Advice or Guidance for Beginners - Level 1								
Haltwhistle	TUE	29-Sep-15	6:00PM	8:00PM	15	£60	-	HAY15088
Bellingham	TUE	29-Sep-15	10:00AM	12:00PM	15	£60	-	HAY15006
Haltwhistle	TUE	29-Sep-15	10:00AM	12:00PM	15	£60	-	HAY15007
Certificate in Information, Advice or Guidance for Intermediate - Level 2								
Haltwhistle	TUE	29-Sep-15	6:00PM	9:00PM	28	£140	-	HAY15090
Haltwhistle	WED	30-Sep-15	1:00PM	4:00PM	28	£140	-	HAY15008
NVQ Certificate in Advice and Guidance - Level 3								
Haltwhistle	TUE	29-Sep-15	6:00PM	9:00PM	30	£140	£720	HAY15093
Haltwhistle	TUE	29-Sep-15	9:30AM	12:30PM	30	£140	£720	HAY15018
Understanding Wellbeing – Certificate at Level 1								
Bellingham	TUE	29-Sep-15	1:00PM	3:00PM	10	£0	-	HAY15019
Haltwhistle	TUE	29-Sep-15	1:00PM	3:00PM	25	£0	-	HAY15020
Hexham	THU	1-Oct-15	1:00PM	4:00PM	10	£0	-	HEX15016
Certificate in Mental Health Awareness - Level 2								
Bellingham	TUE	29-Sep-15	10:00AM	12:30PM	30	£140	-	HAY15009
Haltwhistle	WED	30-Sep-15	10:00AM	12:30PM	30	£140	-	HAY15010
First Aid for Babies								
Bellingham	TUE	22-Sep-15	1:00PM	3:00PM	2	£0	-	HAY15016
Haltwhistle	WED	11-Nov-15	9:30AM	11:30AM	2	£0	-	HAY15017



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MATHS AND SCIENCE

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Introduction to Maths GCSE								
Bellingham	MON	28-Sep-15	12:30PM	3:30PM	1	£0	-	HAY15021
Haltwhistle	THU	1-Oct-15	5:45PM	8:45PM	1	£0	-	HAY15022
Maths GCSE								
Bellingham	MON	5-Oct-15	12:30PM	3:30PM	29	£140	-	HAY15024
Haltwhistle	THU	8-Oct-15	5:45PM	8:45PM	29	£140	-	HAY15025
Hexham	THU	1-Oct-15	2:00PM	5:00PM	30	£140	-	HEX15051
Prudhoe	THU	1-Oct-15	6:00PM	9:00PM	30	£140	-	HEX15052
Mathematics GCE AS Level								
Hexham	TUE	29-Sep-15	6:15PM	9:15PM	30	£140	£720	HEX15053
Introduction to Science GCSE								
Haltwhistle	WED	30-Sep-15	5:45PM	8:45PM	1	£0	-	HAY15023
Science GCSE								
Haltwhistle	WED	7-Oct-15	5:45PM	8:45PM	30	£140	-	HAY15026
Sociology GCSE								
Hexham	WED	30-Sep-15	1:00PM	4:00PM	30	£140	-	HEX15054



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HOSPITALITY, PROFESSIONAL COOKING AND CATERING

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Cooking on a Budget								
Bellingham	MON	9-Nov-15	5:00PM	8:00PM	1	£7.50	-	HAY15042
Haltwhistle	THU	5-Nov-15	12:30PM	3:30PM	1	£7.50	-	HAY15043
Creative Cookery for Beginners - Award in Creative Craft Level 1								
Bellingham	MON	16-Nov-16	5:00PM	8:00PM	17	£90	-	HAY15044
Sugarcraft for Intermediate - Certificate in Creative Craft Level 2								
Highfield Middle School, Prudhoe	THU	1-Oct-15	6:00PM	9:00PM	20	£140	-	HEX15131
Award in Food Safety in Catering - Level 2								
Bellingham	WED	28-Oct-15	9:30AM	4:30PM	1	£45	-	HAY15040
Haltwhistle	THU	26-Nov-15	9:30AM	4:30PM	1	£45	-	HAY15041
Diploma in Introduction to Professional Cookery - Level 1								
Hexham	TUE	29-Sep-15	4:00PM	9:00PM	40	£390	-	HEX15126
Diploma in Professional Cookery - Level 2								
Hexham	TUE	29-Sep-15	4:00PM	9:00PM	52	£390	-	HEX15128
Diploma in Hospitality and Catering Principles - Level 2								
Hexham	TUE	29-Sep-15	4:00PM	9:00PM	40	£140	-	HEX15129
Diploma in Food Production and Cooking - Level 2								
Hexham	TUE	29-Sep-15	4:00PM	9:00PM	52	£390	-	HEX15127
Diploma in Advanced Professional Cookery - Level 3								
Hexham	TUE	29-Sep-15	4:00PM	9:00PM	52	£390	£2,570	HEX15130



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IF YOU ARE STUDYING A PROFESSIONAL OR TECHNICAL QUALIFICATION AND YOU FEEL YOU ARE STRUGGLING WITH ENGLISH OR MATHS, PLEASE CALL US ON 01670 620221 FOR EXTRA HELP.



TEACHER TRAINING AND LEARNING SUPPORT

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Certificate in Supporting Teaching and Learning in Schools - Level 2								
Haltwhistle	MON	28-Sep-15	1:00PM	4:00PM	40	£250	-	HAY15071
Hexham	MON	28-Sep-15	9:30AM	12:30PM	52	£250	-	HEX15002
Bellingham	TUE	29-Sep-15	9:30AM	12:30PM	40	£250	-	HAY15070
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	40	£250	-	HAY15094
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	40	£250	-	HAY15072
Prudhoe	WED	30-Sep-15	5:00PM	8:00PM	52	£250	-	HEX15009
Hexham	THU	1-Oct-15	9:30AM	12:30PM	52	£250	-	HEX15002
Diploma in Specialist Teaching Support - Level 3								
Haltwhistle	MON	28-Sep-15	1:00PM	4:00PM	78	£390	£2,570	HAY15075
Hexham	MON	28-Sep-15	9:30AM	12:30PM	78	£390	£2,570	HEX15004
Bellingham	TUE	29-Sep-15	9:30AM	12:30PM	78	£390	£2,570	HAY15073
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	78	£390	£2,570	HAY15074
Haltwhistle	WED	30-Sep-15	6:00PM	9:00PM	78	£390	£2,570	HAY15096
Prudhoe	WED	30-Sep-15	5:00PM	8:00PM	78	£390	£2,570	HEX15011
Hexham	THU	1-Oct-15	9:30AM	12:30PM	78	£390	£2,570	HEX15004
Certificate in Assessing Vocational Achievement - Level 3								
Haltwhistle	THU	1-Oct-15	6:00PM	9:00PM	25	£140	£720	HAY15092
Haltwhistle	THU	1-Oct-15	9:00AM	12:00PM	25	£140	£720	HAY15067
Certificate in Education and Training - Level 4								
Haltwhistle	THU	1-Oct-15	9:00AM	12:00PM	60	£250	£1,260	HAY15068
Hexham	FRI	2-Oct-15	9:30AM	3:00PM	28	£250	£1,260	HEX15022
Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice - Level 4								
Haltwhistle	THU	1-Oct-15	1:00PM	4:00PM	28	£140	£720	HAY15069

BUSINESS, ADMINISTRATION AND RETAIL

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Accounting Skills to Run Your Business – Level 1								
Haltwhistle	MON	2-Nov-15	9:30AM	12:30PM	10	£60	-	HAY15100
Haltwhistle	MON	2-Nov-15	9:30AM	12:30PM	10	£60	-	HAY15077
Bellingham	THU	5-Nov-15	9:30AM	12:30PM	10	£60	-	HAY15076



BUSINESS, ADMINISTRATION AND RETAIL (CONTINUED)

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Award in Computerised Accounting for Business - Level 1								
Prudhoe	TUE	29-Sep-15	1:00PM	4:00PM	19	£90	-	HEX15117
Award in Manual and Computerised Bookkeeping - Level 1								
Haltwhistle	MON	28-Sep-15	9:30AM	12:30PM	20	£90	-	HAY15078
Prudhoe	TUE	29-Sep-15	6:00PM	8:30PM	20	£90	-	HEX15116
Certificate in Manual and Computerised Bookkeeping - Level 2								
Haltwhistle	MON	28-Sep-15	6:00PM	9:00PM	30	£140	-	HAY15099
Haltwhistle	MON	28-Sep-15	1:30PM	4:30PM	30	£140	-	HAY15082
BTEC Certificate in Administration - Level 1								
Hexham	WED	30-Sep-15	1:00PM	4:00PM	20	£140	-	HEX15119
Haltwhistle	THU	1-Oct-15	1:00PM	4:00PM	20	£140	-	HAY15079
Prudhoe	THU	1-Oct-15	1:00PM	4:00PM	20	£140	-	HEX15118
BTEC Certificate in Customer Service - Level 1								
Bellingham	TUE	29-Sep-15	9:30AM	12:30PM	20	£140	-	HAY15080
Hexham	TUE	29-Sep-15	6:00PM	8:30PM	20	£140	-	HEX15120
Prudhoe	TUE	29-Sep-15	1:00PM	4:00PM	20	£140	-	HEX15121
Haltwhistle	THU	1-Oct-15	1:00PM	4:00PM	20	£140	-	HAY15081
Certificate in Retail - Level 1								
Haltwhistle	FRI	16-Oct-15	9:00AM	12:30PM	20	£140	-	HAY15083

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BE YOURSELF — LEARNING FOR LEISURE AND PLEASURE

When you have the time, learning new skills can be a great way to make the most of your days.

We offer a comprehensive programme designed to help you to explore new areas in your life and acquire new skills. Many of our older learners discover passions or skills they never realised they had all along. Young learners can too.

Learning can be far more fun when there's no pressure — no exams, no deadlines keeping you up at night, no stress. **It can also be a great way to make new friends.**



Margaret

I don't have enough time now I'm retired – Margaret, 76

When I was working, I was a busy person. Busy, busy, busy, always fitting everything in. It wasn't easy with a family – all four of them, and Jack, who was often away. When I retired, I was very keen to take it easy, put my feet up, read some novels.

Well, that took care of the first week. After that, I was kicking my heels. There's a limit to the number of times you can clean the house or tidy the drawers.

We hardly got to the end of the first month when Jack said, "you'll need to find some way of occupying your time – you're driving me nuts."

I told him I wanted to spend more time with him so he said that we could do some things together.

We enrolled on a couple of courses. I can't quite remember what mine was but Jack's was all about surfing the net and getting digital.

But we got hooked, both of us. We wanted to know more. We've now got a little eBay shop going selling antiques we find at the car booties.

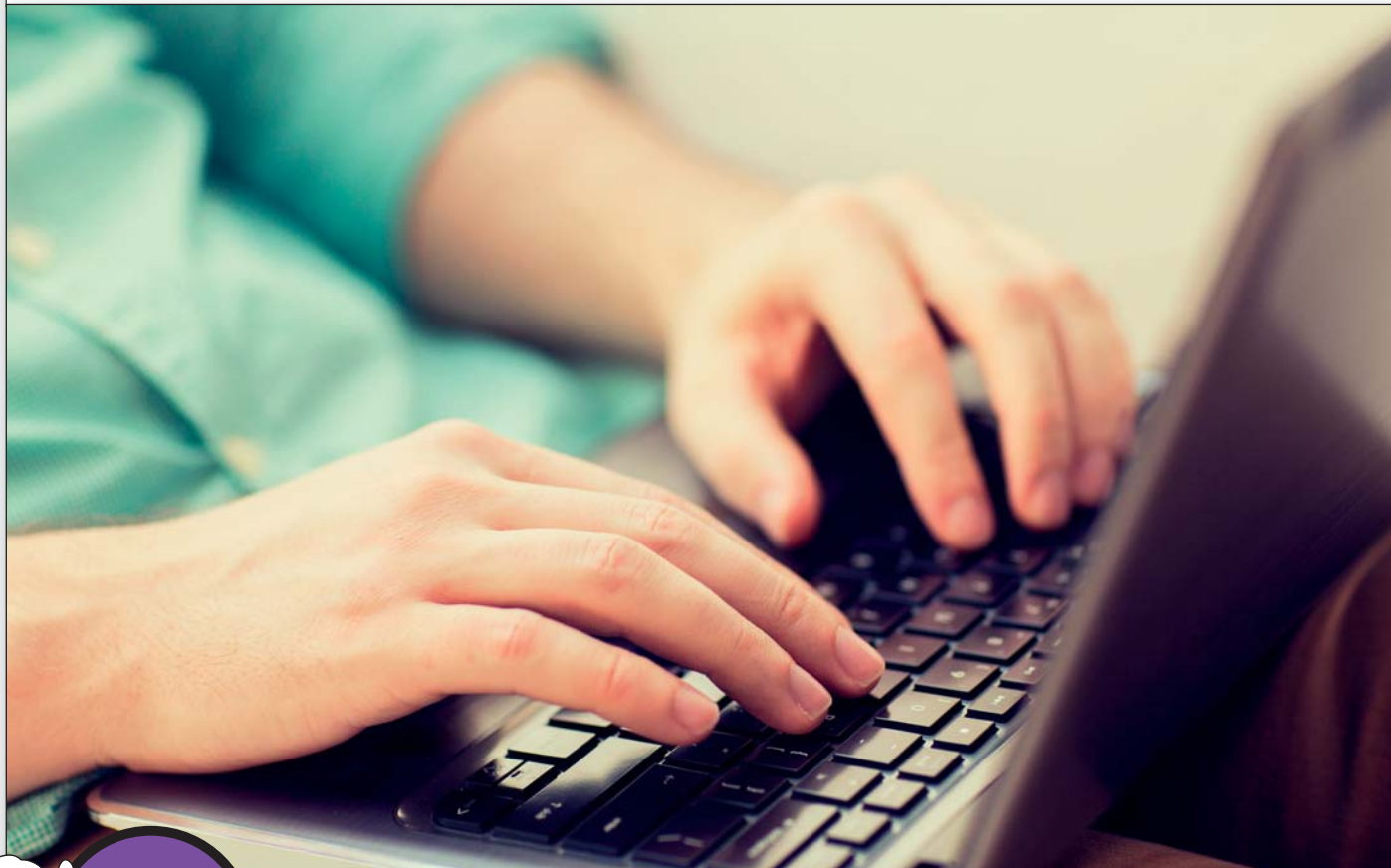
Not only that, we met so many people – really nice folk. A couple we really got on well with live in our village – just next door to one of the shops. We must have passed them a million times in the street but never said hello and here we are the best of friends.

I often say now that I've never been so busy. I never thought I'd ever say that.



INFORMATION TECHNOLOGY AND DIGITAL SKILLS

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
First Steps with "The Cloud"								
Prudhoe	TUE	15-Oct-15	1:00PM	4:00PM	1	£7.50		HEX15064
First Steps with eBay - Buying								
Prudhoe	TUE	1-Oct-15	1:00PM	4:00PM	1	£7.50		HEX15062
First Steps with eBay - Selling								
Prudhoe	TUE	8-Oct-15	1:00PM	4:00PM	1	£7.50		HEX15063
First Steps with iPad								
Prudhoe	TUE	22-Oct-15	1:00PM	4:00PM	1	£7.50		HEX15065
Keeping Safe Online								
Bellingham	WED	11-Nov-15	10:00AM	12:00PM	1	£0		HAY15038
Haltwhistle	FRI	20-Nov-15	10:00AM	12:00PM	1	£0		HAY15039
A Beginner's Guide to Computing - Award in ICT Entry Level 3								
Haltwhistle	MON	28-Sep-15	1:00PM	3:30PM	15	£90		HAY15028
Bellingham	TUE	29-Sep-15	9:30AM	12:00PM	15	£90		HAY15027
Prudhoe	TUE	29-Sep-15	9:30AM	12:00PM	15	£90		HEX15056
Hexham	WED	30-Sep-15	1:00PM	3:30PM	15	£90		HEX15058
A Beginner's Guide to Digital Skills - Award in Digital Skills Entry Level 3								
Haltwhistle	MON	28-Sep-15	10:00AM	12:30PM	10	£90		HAY15030
Prudhoe	MON	28-Sep-15	1:00PM	3:30PM	10	£90		HEX15057
Bellingham	FRI	2-Oct-15	10:00AM	12:30PM	10	£90		HAY15029



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INFORMATION TECHNOLOGY AND DIGITAL SKILLS (CONTINUED)

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
European Computer Driving Licence								
Bellingham	MON	28-Sep-15	9:30AM	12:30PM	25	£120		HAY15036
Prudhoe	MON	28-Sep-15	6:00PM	9:00PM	25	£120		HEX15059
Haltwhistle	TUE	29-Sep-15	1:00PM	3:30PM	25	£120		HAY15037
Haltwhistle	TUE	3-Nov-15	6:00PM	9:00PM	25	£120		HAY15097
Haltwhistle	TUE	29-Sep-15	9:30AM	3:00PM	20	£120		HAY15033
Prudhoe	TUE	29-Sep-15	9:30AM	12:00PM	30	£120		HEX15060
Hexham	WED	30-Sep-15	9:30AM	12:30PM	25	£120		HEX15067
Bellingham	FRI	2-Oct-15	9:30AM	3:00PM	20	£120		HAY15032
Hexham	THU	1-Oct-15	9:30AM	12:00PM	30	£120		HEX15061
Prudhoe	THU	1-Oct-15	1:00PM	4:00PM	25	£120		HEX15066
Advanced - European Computer Driving Licence								
Haltwhistle	TUE	29-Sep-15	9:30AM	12:30PM	36	£250	£1,260	HAY15031

Philip

I don't like to read instruction manuals - Philip, 53

I have been interested in photography for years but never really done much about it.

My first camera was a Kodak brownie. Can you remember them?

I was given a swish digital camera for my fiftieth birthday and didn't have a clue how to use all the buttons and menus. I think I was driving my daughter mad, keeping on asking her how does this work and how does that work. She kept saying read the instruction book, but I'm not that sort of person. I like to fiddle with things to see what they do. Learn by doing I suppose they call it.

My daughter signed me up on a course and it's the best thing I've done in a long time.

I started with the easy stuff, but now I've moved a long way on from that. I've exhibited some of my work: local landscape photos and things like that.

I even got one of my pictures used as the weather photo on Look North.



IF THE COURSE YOU WANT IS NOT IN THE BROCHURE AT THE TIME OR LOCATION YOU NEED, PLEASE TALK TO US. WE MAY BE ABLE TO HELP.

Christiana

We've got a new Girls Night Out - Christiana, 42

The girls are always keen to have a good weekly girls' night out. During all these austerity things, we haven't had as much cash to spend, but still wanted to get out. We took a new tack this year and decided to go together on a course.

We've been learning to cook, doing all sorts of themed classes and demonstrations. Game cookery, making dinner party food, Italian recipes. Best bit has been chocolate recipes and yummy puddings. Well it's a girl thing isn't it? It's been great. We've spent a lot less money, but had something real to show for it at the end.

One of the girls has gone on to her professional cookery certificate and she's holding us all to blame.



LEISURE

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Indian Head Massage for Beginners								
Haltwhistle	THU	8-Oct-15	1:00PM	3:00PM	2	£10	-	HAY15045
Yoga								
Bardon Mill and Henshaw Village Hall	MON	28-Sep-15	2:00PM	3:30PM	10	£52.50	-	HAY15046
Haydon Bridge Community Centre	WED	30-Sep-15	10:00AM	11:30AM	10	£52.50	-	HAY15047
Cooking on a Budget								
Bellingham	MON	9-Nov-15	5:00PM	8:00PM	1	£7.50	-	HAY15042
Haltwhistle	THU	5-Nov-15	12:30PM	3:30PM	1	£7.50	-	HAY15043
Creative Cookery for Beginners - Award in Creative Craft Level 1								
Bellingham	MON	16-Nov-16	5:00PM	8:00PM	17	£90	-	HAY15044
Sugarcraft for Intermediate - Certificate in Creative Craft Level 2								
Highfield Middle School, Prudhoe	THU	1-Oct-15	6:00PM	9:00PM	20	£140	-	HEX15131



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IF YOU ARE STUDYING A **LEISURE AND PLEASURE COURSE** AND YOU FEEL YOU ARE STRUGGLING WITH **ENGLISH OR MATHS**, PLEASE CALL US ON **01670 620221** FOR EXTRA HELP.



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ARTS AND CREATIVE CRAFTS

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Art and Design for Beginners - Award in Creative Craft Level 1								
Haltwhistle	TUE	3-Nov-15	9:30AM	12:30PM	17	£90	-	HAY15048
Highfield Middle School, Prudhoe	THU	1-Oct-15	6:00PM	8:00PM	20	£90	-	HEX15133
Prudhoe	THU	1-Oct-15	1:30PM	4:30PM	17	£90	-	HEX15144
Art and Design for Intermediate - Level 2 Creative Craft								
Prudhoe	THU	1-Oct-15	1:30PM	4:30PM	30	£140	-	HEX15145
Creative Patchwork for Beginners - Award in Creative Craft Level 1								
Bellingham	MON	28-Sep-15	6:00PM	9:00PM	17	£90	-	HAY15049
Haltwhistle	TUE	29-Sep-15	1:00PM	4:00PM	17	£90	-	HAY15050
Hexham	WED	30-Sep-15	6:00PM	9:00PM	17	£90	-	HEX15152
Creative Textiles for Beginners Award in Creative Craft Level 1								
Prudhoe	TUE	29-Sep-15	4:30PM	7:00PM	20	£90	-	HEX15142
Crochet for Beginners - Award in Creative Craft Level 1								
Hexham	MON	28-Sep-15	3:30PM	5:45PM	25	£90	-	HEX15150
Prudhoe	THU	1-Oct-15	9:30AM	12:00PM	20	£90	-	HEX15143



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ARTS AND CREATIVE CRAFTS (CONTINUED)

Drawing and Painting for Beginners - Award in Creative Craft Level 1

Hexham	WED	30-Sep-15	6:00PM	9:00PM	17	£90	-	HEX15149
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Drawing and Painting for Improvers - Certificate in Creative Craft Level 2

Hexham	WED	30-Sep-15	6:00PM	9:00PM	30	£140	-	HEX15147
Hexham	FRI	2-Oct-15	9:30AM	12:30PM	30	£140	-	HEX15146

Flower Arranging

Fuse Media Centre	MON	28-Sep-15	6:00PM	8:00PM	4	£20	-	HEX15135
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Garden Design for Beginners

Bellingham	TUE	29-Sep-15	1:00PM	3:00PM	2	£10	-	HAY15051
Haltwhistle	TUE	13-Oct-15	1:00PM	3:00PM	2	£10	-	HAY15052

Photoshop for Photographers

Prudhoe	WED	30-Sep-15	1:00PM	4:00PM	4	£30	-	HEX15141
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Photography for Beginners - Award in Photography Level 1

Bellingham	MON	28-Sep-15	6:00PM	8:00PM	15	£90	-	HAY15098
Bellingham	MON	28-Sep-15	2:00PM	4:00PM	15	£90	-	HAY15053
Haltwhistle	MON	28-Sep-15	9:30AM	12:30PM	10	£90	-	HAY15054
Prudhoe	WED	30-Sep-15	9:30AM	12:00PM	20	£90	-	HEX15136

Photography for Intermediate - Certificate in Photography Level 2

Bellingham	MON	28-Sep-15	2:00PM	4:00PM	40	£140	-	HAY15055
Haltwhistle	MON	28-Sep-15	9:30AM	12:30PM	26	£140	-	HAY15056
Prudhoe	WED	30-Sep-15	9:30AM	12:30PM	30	£140	-	HEX15137

Photography for Advanced - Diploma in Photography Level 3

Prudhoe	WED	30-Sep-15	9:30AM	12:30PM	30	£390	£1,980	HEX15137
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Watercolour Painting

Highfield Middle School, Prudhoe	THU	1-Oct-15	6:00PM	8:30PM	10	£62.50	-	HEX15134
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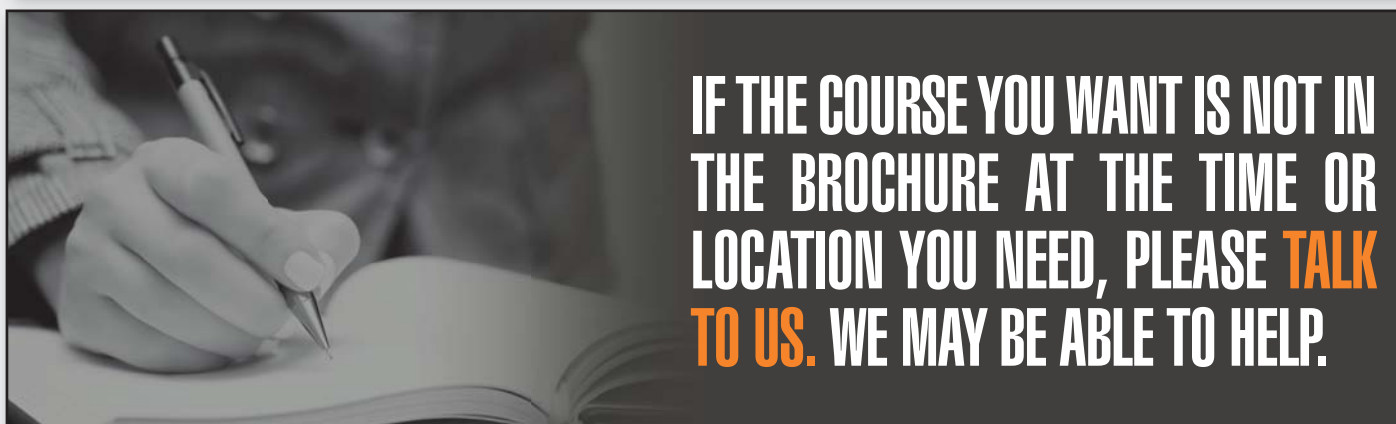
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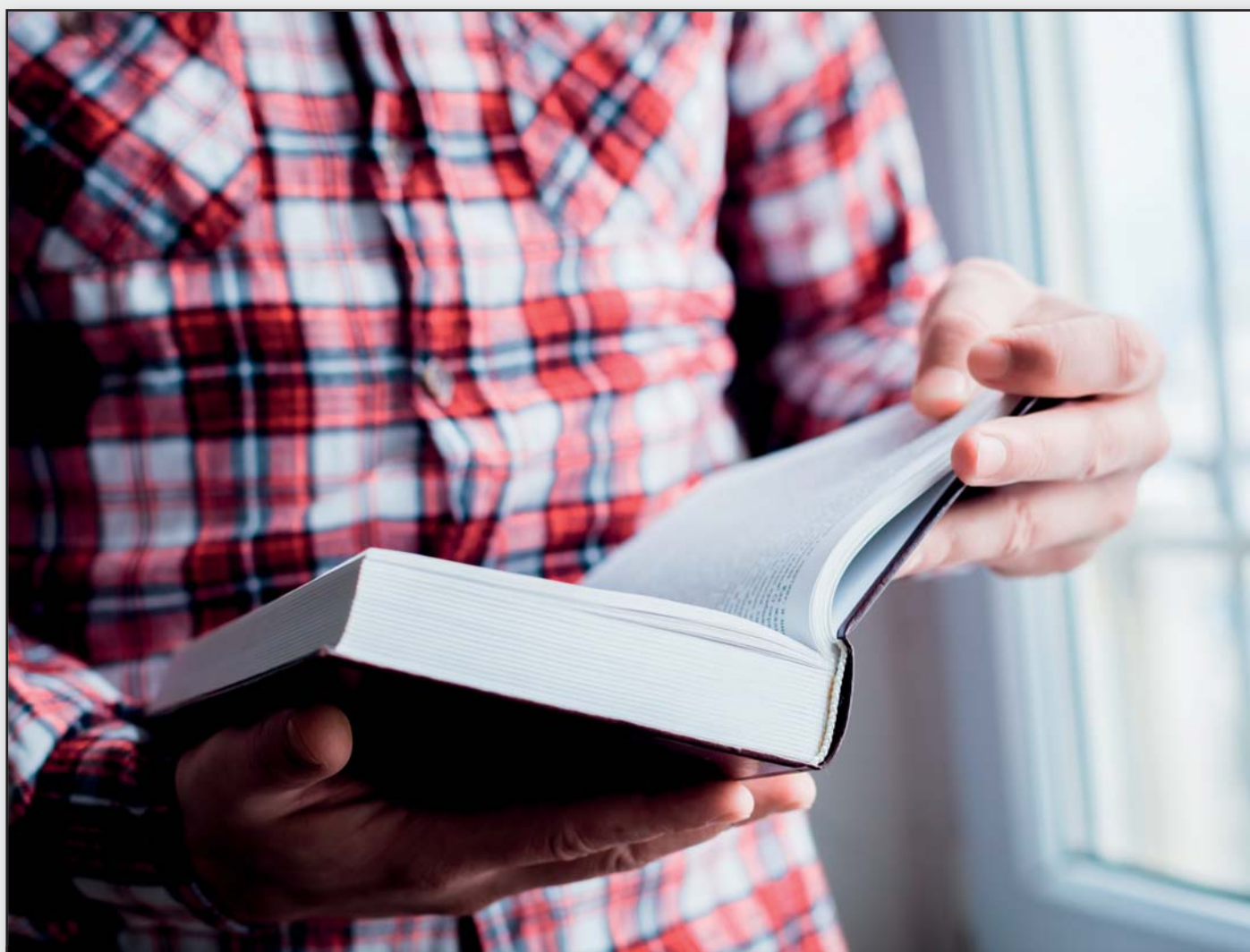
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LIP READING AND SIGNING

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Lip Reading								
Hexham	THU	1-Oct-15	1:00PM	3:00PM	10	£0	-	HEX15106
British Sign Language - Beginners Taster								
Bellingham	WED	30-Sep-15	9:30AM	11:30AM	5	£0	-	HAY15057
Highfield Middle School, Prudhoe	WED	30-Sep-15	6:00PM	8:00PM	4	£0	-	HEX15104
Haltwhistle	FRI	2-Oct-15	9:30AM	11:30AM	6	£0	-	HAY15058
British Sign Language for Beginners - Award in BSL Level 1								
Bellingham	WED	11-Nov-15	9:30AM	12:30PM	20	£0	-	HAY15059
Highfield Middle School, Prudhoe	WED	4-Nov-15	6:00PM	9:00PM	22	£0	-	HEX15105
Haltwhistle	FRI	13-Nov-15	9:30AM	12:30PM	20	£0	-	HAY15060



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ENGLISH AND CREATIVE WRITING

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
Creative Writing								
Hexham	TUE	29-Sep-15	7:00PM	9:00PM	10	£50	-	HEX15109
Bellingham	TUE	29-Sep-15	1:00PM	3:30PM	8	£50	-	HAY15062
Haltwhistle	WED	30-Sep-15	1:00PM	3:00PM	10	£50	-	HAY15061
Hexham	THU	1-Oct-15	1:30PM	3:30PM	10	£50	-	HEX15112
Introduction to English GCSE								
Bellingham	MON	28-Sep-15	4:00PM	7:00PM	1	£0	-	HAY15086
Haltwhistle	TUE	29-Sep-15	5:45PM	8:45PM	1	£0	-	HAY15087
English GCSE								
Bellingham	MON	5-Oct-15	4:00PM	7:00PM	29	£140	-	HAY15084
Haltwhistle	TUE	6-Oct-15	5:45PM	8:45PM	29	£140	-	HAY15085
Highfield Middle School, Prudhoe	WED	30-Sep-15	6:00PM	9:00PM	30	£140	-	HEX15049
Hexham	THU	1-Oct-15	9:30AM	12:30PM	30	£140	-	HEX15050
English Literature GCE AS Level								
Hexham	THU	1-Oct-15	1:00PM	4:00PM	30	£140	£720	HEX15031



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FOREIGN LANGUAGES

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
French for Absolute Beginners - Award in Speaking and Listening Entry Level 3								
Bellingham	MON	28-Sep-15	1:00PM	3:00PM	15	£60	-	HAY15063
Haltwhistle	MON	28-Sep-15	10:00AM	12:00PM	15	£60	-	HAY15064
Hexham	MON	28-Sep-15	10:00AM	12:00PM	15	£60	-	HEX15097
Highfield Middle School, Prudhoe	THU	1-Oct-15	6:00PM	8:00PM	15	£60	-	HEX15102
French for Improvers - Award in Speaking and Listening Level 1								
Hexham	MON	28-Sep-15	1:00PM	3:00PM	15	£60	-	HEX15095
French GCSE (Short Course on Speaking and Listening)								
Hexham	MON	28-Sep-15	3:30PM	5:30PM	30	£90	-	HEX15099
French Conversation Club for Advanced								
Hexham	THU	1-Oct-15	12:30PM	2:30PM	10	£50	-	HEX15101
German for Absolute Beginners - Award in Reading and Writing Entry Level 3								
Hexham	MON	28-Sep-15	2:30PM	4:30PM	15	£60	-	HEX15078
German for Absolute Beginners - Award in Speaking and Listening Entry Level 3								
Hexham	MON	28-Sep-15	2:30PM	4:30PM	15	£60	-	HEX15094
German for Improvers - Award in Speaking and Listening Level 1								
Hexham	MON	28-Sep-15	5:00PM	7:00PM	20	£60	-	HEX15076
Hexham	MON	28-Sep-15	5:00PM	7:00PM	15	£60	-	HEX15093

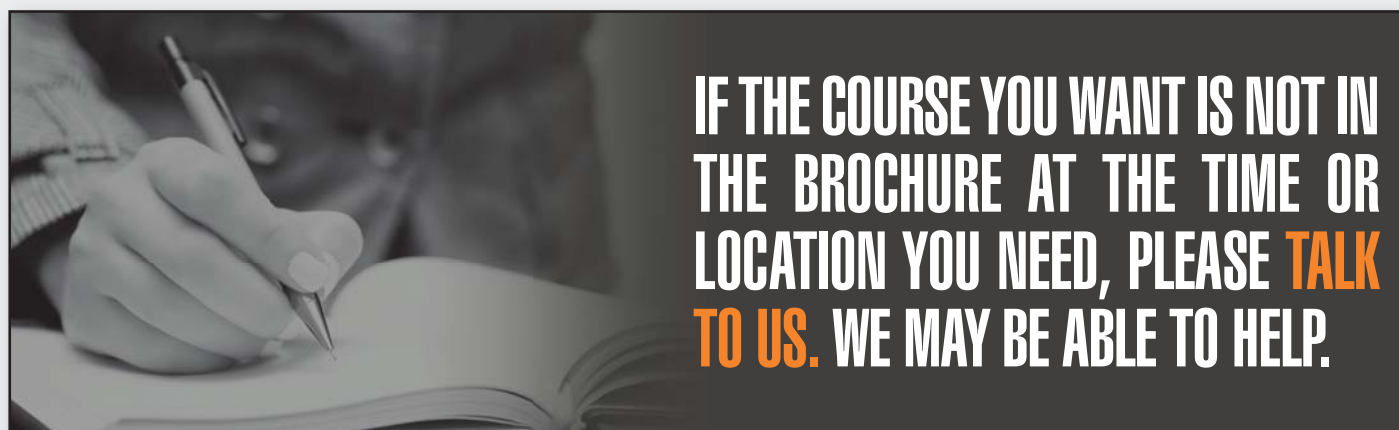


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FOREIGN LANGUAGES (CONTINUED)

Course	Day	Start Date	Start Time	End Time	Weeks	Fee	Loan 24+	Course Code
German GCSE (Short Course on Speaking and Listening)								
Hexham	MON	28-Sep-15	11:30AM	1:30PM	30	£90	-	HEX15080
German Conversation Club for Advanced								
Hexham	MON	28-Sep-15	11:30AM	1:30PM	10	£50	-	HEX15081
Italian for Absolute Beginners - Award in Speaking and Listening Entry Level 3								
Hexham	MON	5-Oct-15	9:30AM	12:00PM	12	£60	-	HEX15070
Italian for Absolute Beginners - Award in Speaking, Listening, Reading, Writing Entry Level 3								
Prudhoe	TUE	29-Sep-15	9:30AM	12:00PM	24	£120	-	HEX15074
Italian for Improvers - Award in Speaking and Listening Level 1								
Hexham	MON	5-Oct-15	12:45PM	3:15PM	12	£60	-	HEX15072
Italian for Improvers - Award in Speaking, Listening, Reading, Writing Level 1								
Highfield Middle School, Prudhoe	WED	30-Sep-15	6:00PM	8:00PM	30	£120	-	HEX15075
Italian Conversation Club for Advanced								
Hexham	MON	5-Oct-15	9:30AM	11:30AM	10	£50	-	HEX15200
Spanish for Absolute Beginners - Award in Speaking and Listening Entry Level 3								
Hexham	MON	28-Sep-15	7:00PM	9:00PM	15	£60	-	HEX15086
Haltwhistle	WED	30-Sep-15	10:00AM	12:00PM	15	£60	-	HAY15065
Prudhoe	THU	1-Oct-15	10:00AM	12:30PM	12	£60	-	HEX15091
Spanish for Improvers - Award in Speaking and Listening Level 1								
Hexham	MON	28-Sep-15	10:00AM	12:00PM	15	£60	-	HEX15082
Haltwhistle	WED	30-Sep-15	10:00AM	12:00PM	15	£60	-	HAY15066
Spanish GCSE (Short Course on Speaking and Listening)								
Hexham	MON	28-Sep-15	12:30PM	2:30PM	30	£90	-	HEX15084
Prudhoe	THU	1-Oct-15	1:00PM	3:00PM	30	£90	-	HEX15090
Spanish Conversation Club for Advanced								
Hexham	MON	28-Sep-15	12:30PM	2:30PM	10	£50	-	HEX15085
Hexham	MON	28-Sep-15	7:00PM	9:00PM	10	£50	-	HEX15088
Prudhoe	THU	1-Oct-15	1:00PM	3:00PM	10	£50	-	HEX15089



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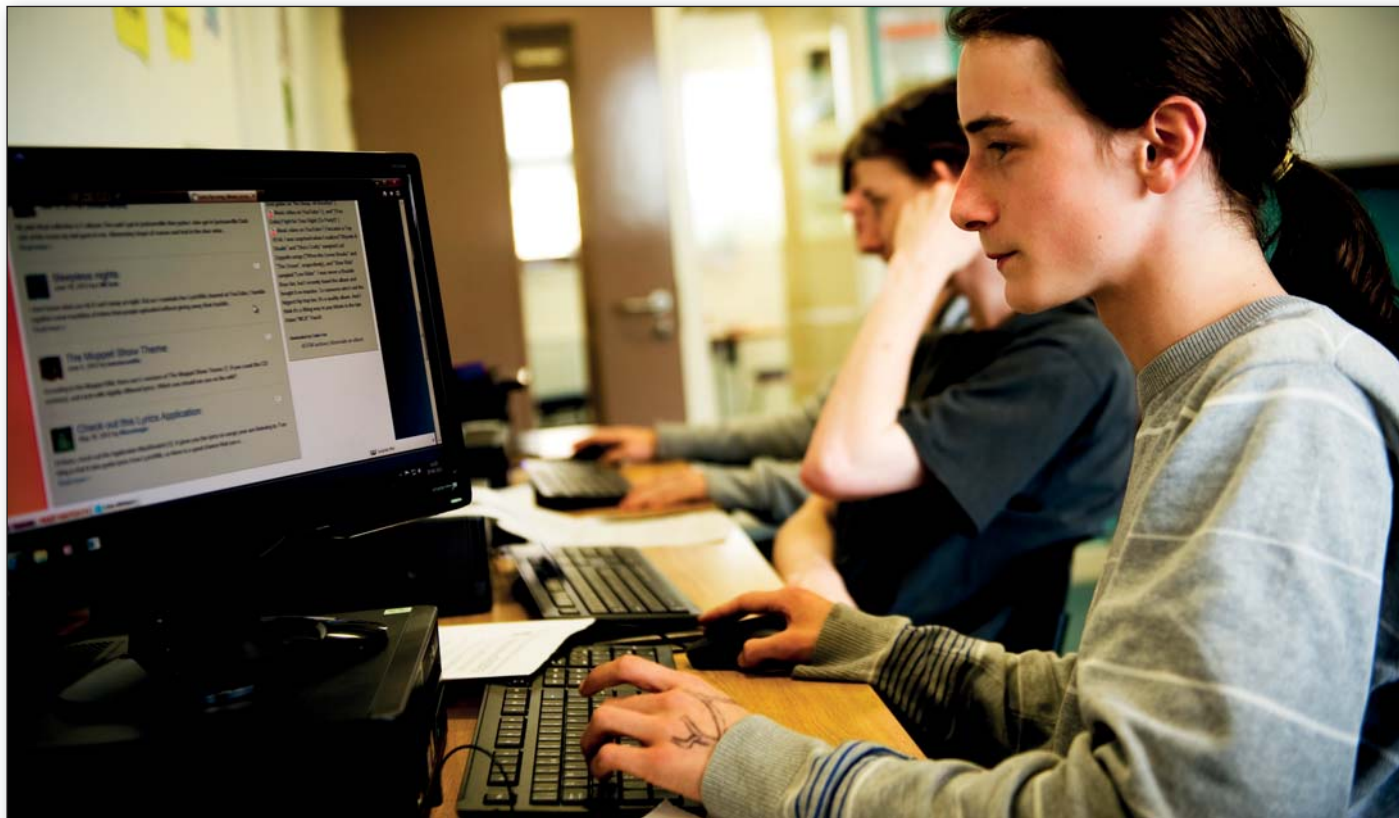
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OUR TERMS AND CONDITIONS



What can I learn and at which level?

All our course descriptions are available at www.northumberland.gov.uk/adultlearning. Here you will find information on who the course is aimed at, the content, the teaching and assessment, and pathways that show you how to progress on completion. Entry level and level 1 courses are targeted at beginners, level 2 at intermediate learners, and level 3 and 4 courses are for advanced learners. We have different types of courses:

Further Education Skills Courses

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.

Community Learning

These courses are designed to help you learn for leisure and pleasure, build your skills in hobbies or interests, or it may be your first experience of

learning in a long time and you want to get back into the swing of studying. It is a great place to start if you want to progress on to a skills course.

Leisure Courses, Clubs and Groups

These courses are informal classes, clubs and groups. Some groups are self-programming where there is no leader and group members teach and support each other. Other clubs and groups are just like traditionally taught courses and will have a tutor. They attract no subsidy so we cannot offer free fees for these activities. We'll let you know when you enrol if this is the case.

How do I enrol?

Most of our courses are open enrolment. For some of our courses at higher levels you will need to apply for the course and we may need to talk to you about your suitability for the course. If this is the case we will let you know when you contact us to enrol.

You can enrol by telephone or in person at one of our centres.

Enrolments can be taken at our centres from Tuesday 1st September 2015. Most centres are open Monday to Thursday 9am to 7.30pm. Full opening times are published on the website.



OUR TERMS AND CONDITIONS

How do I pay?

You can:

- Pay for your course by debit or credit card, cash or cheque. You need to pay your fees in full before classes start.
- Apply for an instalment arrangement where fees exceed £150.00: ask about our terms and conditions at any centre.
- Apply for an Advanced Learning Loan if you are 24+ and studying at level 3 or higher. The full conditions for applying for and repaying a loan can be found at <https://www.gov.uk/advanced-learning-loans>
- Apply for fee remission. On skills courses and community learning we offer free study if you are in one of the groups listed below. You must provide proof of entitlement before you start or the offer of your place will be withdrawn. The following learners are entitled to free study during 2015/2016:
 - 16-18 years at the start of the course
 - 19-24 years and undertaking a Traineeship
 - 19+ and studying English or Maths learning aims
 - 19+ and 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
 - 19-23 years studying level 2 and have not yet achieved above level 1, and progressing to first full level 2
 - 19-23 years and studying first full level 2 qualification
 - 19-23 years and studying first full level 3 qualification
 - 19-23 years and studying first level 4 or above without having achieved a first full level 3 qualification
 - 19-23 years 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
- 24+ years old and am studying my 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

All learners should note our refunds policy available at www.northumberland.gov.uk/adultlearning

What financial help is available?

The service has 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. The service provides extra support to learners including helping to make specific arrangements if you have a disability or learning difficulty, English and Maths support, careers guidance, work placements and health and wellbeing support. 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.

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 622104

Type talk: 01800108456006400

Email: adultlearning@northumberland.gov.uk

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

Alnwick Adult Learning Centre

Lindisfarne Road
Alnwick
NE66 1AX

Tel: 01665 604563

Amble Centre

Dovecote Street
Amble
NE65 0DX

Tel: 01665 714736

Ashington Training Centre

Freeman Way
Ashington
NE63 0YB

Tel: 01670 854372

Bedlington Open Learning Centre

Jubilee Terrace
Bedlington
NE22 5HB

Tel: 01670 823821

Berwick Adult Learning

@ Berwick Workspace
90 Marygate
Berwick upon Tweed
TD15 1BN

Tel: 01670 626107

Blyth Adult Learning Centre

Princess Louise Road
Blyth
NE24 2TS

Tel: 01670 622099

Haltwhistle Library and Information Centre

Westgate
Haltwhistle
NE49 0AX

Tel: 01434 322809

Hexham Gatehouse

Wanless Lane
Hexham
NE46 1BU

Tel: 01434 607298

Morpeth Open Learning Centre

Cottingwood Lane
Morpeth
NE61 1DN

Tel: 01670 622257

Northumbria House

Manor Walks
Cramlington
NE23 6UR

Tel: 01670 622104

Prudhoe Open Door Learning Centre

The East
Front Street
Prudhoe
NE42 5HN

Tel: 01661 836215

Rothbury Middle School

Silverton Lane
Rothbury
NE65 7RJ

Tel: 01669 621292

We send out our course guides on door-to-door delivery for the centres closest to where you live. 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



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