

2017  
SPRING EDITION

BE ANYTHING

# YOU

WANT TO BE\*



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

**NORTHUMBERLAND**

Northumberland County Council

[www.northumberland.gov.uk/adultlearning](http://www.northumberland.gov.uk/adultlearning)

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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.

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### 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 gives me great pleasure to welcome you to the new prospectus for adult learning courses in your area.**

I am sure you will agree that Northumberland is such a special place and its people are one of its greatest assets. Though we have many who have found great joy in the path of work they have chosen, others have a wealth of talent which is yet to be discovered. The Learning and Skills Service have developed a range of courses and learning opportunities to help you uncover that talent.

We want to welcome you to what we hope will be the start of great things we can achieve together. This county has a bright future in its people, young and old, and we all know it's never too late to learn something new. So much in life is what you make it, take opportunities where you can and seize them. It may not be the easy path but we already know, our people are a special kind of people.

# **IT'S TIME FOR YOU TO BE WHAT YOU WANT TO BE**

**Robert Arkless**  
Portfolio Holder for Children's Services

# BE ABLE TO MAKE A FRESH START

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

We might not have got 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 or 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

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

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\*GCSE Maths and English are only free if you do not have a C grade or above



# Sandra



## English - It's a second chance I didn't think I'd have – Sandra, 34

It's so easy to waste your time at school. We all think we know best when we are young, and hanging with the in-crowd always seemed to matter more to me than getting good grades. Before you know, it's been and gone, and I was left with a small handful of dodgy grades and I thought a dodgy future.

That was me!

## Bright enough but never really focused to apply myself.

I've managed to find jobs over the years - a bit of factory work here, shop work there - but by my early twenties, I was married with two little ones to raise. Love them to bits but I thought, well, any hopes of me having an interesting and enjoyable career have gone now.

Then one day, this brochure lands on my mat. Loads of courses, all sorts of levels, and it got me thinking. I always loved writing as a kid, little poems and stories, and I wondered if there was anything here that might be fun to try. After all, the kids were at school and I had some free time.

I found that my local centre not only ran an English course but also a class in Creative Writing. I went along and had a chat with the staff there and decided to give both a go - one course to put my English right and the other to get my juices going, as they say. Yes, I was a bit anxious at first but once I got to know some of the others in my classes, I really loved it. Improving my spelling and grammar has given me confidence to write more and more.

I've kept going after the basics. I've taken an English GCSE class and I'm really looking at where this can take me. I'd love to have a book of short stories or poems published one day and I took a small step closer to that dream when recently one of my poems made it into the local press.

Well, J K Rowling had to start somewhere!

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 begin any time.

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 | Friday |
|-------------|--------|---------|-----------|----------|--------|
| Cramlington |        | ●       |           |          |        |
| Hexham      | ●      | ●       |           | ●        |        |
| Morpeth     |        | ●       |           |          | ●      |
| Prudhoe     | ●      |         | ●         |          | ●      |

#### Maths

|             | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|--------|---------|-----------|----------|--------|
| Cramlington |        | ●       | ●         |          |        |
| Hexham      | ●      | ●       |           | ●        |        |
| Morpeth     | ●      | ●       |           |          | ●      |
| Prudhoe     | ●      |         | ●         |          | ●      |

# ENGLISH AND MATHS GCSE AND A LEVELS

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

| Course                                       | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>Introduction to English for Adults</b>    |     |            |            |          |       |       |         |
| Haltwhistle                                  | THU | 02/01/2017 | 12:30      | 15:00    | 2.5   | 6     | FREE    |
| Morpeth                                      | FRI | 02/01/2017 | 12:30      | 15:00    | 2.5   | 6     | FREE    |
| <b>Introduction to English Language GCSE</b> |     |            |            |          |       |       |         |
| Morpeth                                      | MON | 12/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Hexham                                       | THU | 15/06/2017 | 09:30      | 12:00    | 2.5   | 5     | FREE    |
| Prudhoe                                      | TUE | 13/06/2017 | 12:30      | 15:30    | 2.5   | 5     | FREE    |
| <b>English Language GCSE - FAST TRACK</b>    |     |            |            |          |       |       |         |
| Hexham                                       | TUE | 10/01/2017 | 12:30      | 15:30    | 3     | 23    | £140.00 |
| Morpeth                                      | THU | 05/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Prudhoe                                      | TUE | 10/01/2017 | 12:30      | 15:30    | 3     | 23    | £140.00 |
| <b>Introduction to Maths for Adults</b>      |     |            |            |          |       |       |         |
| Haltwhistle                                  | THU | 02/01/2017 | 09:30      | 12:00    | 2.5   | 6     | FREE    |
| Morpeth                                      | FRI | 27/01/2017 | 09:30      | 12:00    | 2.5   | 6     | FREE    |
| <b>Introduction to Maths GCSE</b>            |     |            |            |          |       |       |         |
| Morpeth                                      | THU | 15/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Hexham                                       | WED | 14/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Prudhoe                                      | WED | 13/06/2017 | 09:30      | 12:30    | 2.5   | 5     | FREE    |
| <b>Maths GCSE - FAST TRACK</b>               |     |            |            |          |       |       |         |
| Hexham                                       | TUE | 03/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Morpeth                                      | WED | 04/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Prudhoe                                      | TUE | 03/01/2017 | 13:00      | 16:00    | 3     | 23    | £140.00 |

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.



FOR COURSE  
INFO CALL

HALTWHISTLE &  
BELLINGHAM  
01434 605154

HEXHAM  
01670 623701

PRUDHOE  
01670 623688

MORPETH  
01670 622257

CRAMLINGTON  
01670 622104

# TAKE THE FAST TRACK INTO WORK



**Getting a job is as much a skill as doing the job itself. Employers look for certain things in potential employees.**

They want people who are clear about what they can offer, who are confident, who present themselves well and who understand what their potential employer wants.

Few people are naturally good at these things. We all have to learn them. The good news is that we can teach you how to get a job, how to get yourself ready to be employed.

We run intensive two-week courses that focus on:

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

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

Call Cramlington, Morpeth, Prudhoe or Hexham centres for the next start date.

## Daniel

**I thought maths was rocket science – Daniel, 24**

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

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

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

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

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

**Here's a sum for you. Revisiting maths + applying yourself = success!**



# 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. 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  |
|-----------------|-----|------------|------------|----------|---|------|
| <b>Job club</b> |     |            |            |          |   |      |
| Hexham          | FRI | 02/01/2017 | 12:30      | 14:30    |   |      |
| Hexham          | TUE | 02/01/2017 | 13:00      | 15:00    |   |      |
| Hexham          | WED | 02/01/2017 | 09:30      | 11:30    |   |      |
| Morpeth         | MON | 02/01/2017 | 09:30      | 11:30    | Drop in any week between the start and end time | FREE |
| Morpeth         | WED | 02/01/2017 | 13:00      | 15:00    |   |      |
| Prudhoe         | FRI | 02/01/2017 | 09:30      | 11:30    |   |      |
| Prudhoe         | WED | 02/01/2017 | 12:30      | 14:30    |   |      |
| Morpeth         | WED | 25/01/2017 | 09:30      | 16:00    |   |      |



## Eddie

**I was mandated to this course! Eddie, 48**

I was told by the Job Centre that I had to attend a two-week programme for Employability. I wasn't thrilled about this. I attended the pre-course interview where I found out what was going to be covered and met the other people on the course.

The course started the following week on a Monday morning at 9.30 am (urgh). The tutor was great and made me feel at ease straight away. The people on the course were really friendly; we were all in the same boat.

We started looking at different types of jobs and had to improve our CVs. I had thought mine was pretty good until we started this. We looked at all sorts of things including budgeting and this made me wonder why I'd never budgeted before!

Part of this course was doing some IT. I felt I was good using email but I found out all sorts of new things with the internet and Word. I also found out I could budget on a spreadsheet which was completely new to me. It showed me why I was always short of cash and how to get in control of my money whilst I was looking for a job. We did some job searches online and found out how to attach our CVs. I was chuffed to bits.

The two weeks just flew by and at the end of it we had to do interviews. I was really nervous about this even though we had practised it before. It went really well and the tutor said I did great. I've got a couple of interviews for jobs and hopefully all of this practice will help me. I'm keeping my fingers crossed that I get one of them!

**I feel confident and ready for the next steps into employment.**



# Judy

## Success on a plate – Judy, 27

I'm dyslexic and I really struggled with school work. Although I had help, I just couldn't keep up and my exam results were pretty rubbish. I found a job as a cleaner in a local factory but I can't really say I loved my work. When things got tough for the factory, I was made redundant.

I decided to stop and take stock of what I wanted to do next but I didn't have much time to think about it or to wait for courses to start. I needed money coming in soon.

I love cooking and I love eating, so I thought that maybe something to do with food might be the way forward. I managed to get on a basic professional cookery course starting just a week after I was made redundant. I got on food hygiene too. Just having a bit more knowledge helped me blag a bit of work experience at a local eatery. I found it fun but hot in the kitchen but really took to front of house work. I loved setting the place up for the day, taking bookings and especially meeting lots of people. I even didn't mind it when the chef got wound up and yelled at everyone!

The more I worked, the better I got. I was dead chuffed. Even more when I was offered a proper contract. It was only part time but I was getting paid and could do some further training on my days off.

I signed up for a Level 2 Hospitality course and again I started nearly straight away. Couldn't believe how easy it was. No waiting around for months. I even had another go at improving my maths and English. That must have impressed my bosses as they decided to take me on full time. They even let me continue on my course and I'm not far off completing.

All the tutors I've worked with have been so helpful and they've always given me that extra support for my dyslexia. Now I'm in a job I really love, meeting lots of people and keeping everything running smoothly.

**Come and book a table – I guarantee you'll get service with a smile!**



# 'Wheels to Work'

## Scooter & Electric Bike Loans

**Are you struggling with transport to get into work?  
Are you unable to accept a job as you can't get there?**

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

Prices per week start from:-

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

### 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

# GET QUALIFIED QUICKLY EMPLOYABILITY SKILLS

Sometimes you just need to get on that course and get it done and dusted quickly and move on.

You might need to get a computing qualification quickly for a new job. You might be travelling abroad with work and need a language skill. You might be retraining because you've been made redundant and you want to be back in work as soon as possible.

So we developed our Get Qualified Quickly programme.

These courses run in blocks of days or weeks so you need to be prepared to attend all the days. If you are unemployed on JSA, ESA or another benefit, all of your training and exams are free. If you need help with childcare, travel, materials or equipment, we can help you.

| Course  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee  |
|---|-----|------------|------------|----------|-------|-------|------|
| <b>CV Writing</b>   |     |            |            |          |       |       |      |
| Morpeth   | WED | 25/01/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 07/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | THU | 09/02/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | WED | 08/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | FRI | 10/02/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Job Application Skills</b>   |     |            |            |          |       |       |      |
| Morpeth   | TUE | 04/04/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 14/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | THU | 15/06/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | MON | 10/03/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | WED | 07/06/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| <b>Interview Skills</b>   |     |            |            |          |       |       |      |
| Morpeth   | TUE | 04/04/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 14/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | THU | 15/06/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | MON | 10/03/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | WED | 07/06/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| <b>Presenting Information at an Interview</b>                               |     |            |            |          |       |       |      |
| Morpeth   | TUE | 01/02/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 01/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | MON | 13/02/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Interview Skills - Team working</b>                                      |     |            |            |          |       |       |      |
| Morpeth   | TUE | 07/02/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 14/02/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | MON | 27/02/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Interview skills - Writing an effective personal statement</b>           |     |            |            |          |       |       |      |
| Morpeth   | TUE | 25/04/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 05/05/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | MON | 24/04/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Career choices working in Armed forces</b>                               |     |            |            |          |       |       |      |
| Prudhoe   | WED | 26/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Career choices working in Nursing</b>                                    |     |            |            |          |       |       |      |
| Prudhoe   | MON | 05/06/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Career choices working with children</b>                                 |     |            |            |          |       |       |      |
| Prudhoe   | MON | 03/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Career choices working in Adult Social care</b>                          |     |            |            |          |       |       |      |
| Prudhoe   | TUE | 04/07/2017 | 11:00      | 13:00    | 3     | 1     | FREE |
| Hexham  | WED | 28/06/2017 | 11:00      | 13:00    | 3     | 1     | FREE |
| <b>Career choices working in Schools as a Teacher or Teaching Assistant</b> |     |            |            |          |       |       |      |
| Hexham  | MON | 05/06/2017 | 09:30      | 12:30    | 3     | 1     | FREE |

| Course  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee  |
|---|-----|------------|------------|----------|-------|-------|------|
| <b>Tell me about - Apprenticeships/Traineeships</b> |     |            |            |          |       |       |      |
| Morpeth   | FRI | 21/04/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 16/05/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Hexham  | THU | 08/06/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Career choices working in Accountancy</b>        |     |            |            |          |       |       |      |
| Prudhoe   | FRI | 05/05/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Career choices working in Beauty Therapy</b>     |     |            |            |          |       |       |      |
| Prudhoe   | MON | 05/06/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Start your own business - Enterprise Skills</b>  |     |            |            |          |       |       |      |
| Prudhoe   | WED | 21/06/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| <b>Completing your University Application</b>       |     |            |            |          |       |       |      |
| Morpeth   | THU | 27/04/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | MON | 15/05/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| Hexham  | THU | 11/05/2017 | 17:30      | 20:30    | 3     | 1     | FREE |
| <b>Employment - Coping with change</b>              |     |            |            |          |       |       |      |
| Prudhoe   | MON | 05/06/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Hexham  | TUE | 20/06/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Confidence and Motivation Building</b>           |     |            |            |          |       |       |      |
| Morpeth   | THU | 13/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | TUE | 11/07/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Hexham  | MON | 31/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| <b>Understanding Personal Finance</b>               |     |            |            |          |       |       |      |
| Morpeth   | TUE | 11/07/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| Prudhoe   | THU | 20/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | WED | 28/06/2017 | 12:30      | 15:30    | 3     | 1     | FREE |
| <b>Personal Development - Understanding me</b>      |     |            |            |          |       |       |      |
| Morpeth   | MON | 03/07/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Prudhoe   | FRI | 16/06/2017 | 09:30      | 12:30    | 3     | 1     | FREE |
| Hexham  | MON | 10/07/2017 | 12:30      | 15:30    | 3     | 1     | FREE |



**FOR COURSE  
INFO CALL**

**HALTWHISTLE &  
BELLINGHAM**  
01434 605154

**HEXHAM**  
01670 623701

**PRUDHOE**  
01670 623688

**MORPETH**  
01670 622257

**CRAMLINGTON**  
01670 622104

**Call us today - we'll help you take the next step - Prudhoe 01670 623688 - Morpeth 01670 622257 - Cramlington 01670 622104**



# 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.

The diploma is a full level 3 qualification, recognised and accepted by most Higher Education Institutions as one of the main routes into university for adult learners who do not have the traditional school qualifications. It is the equivalent of 3 A Levels.

The diploma is for people aged over 19 who want to go to university but:

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

The course can be done over one or two years.

The course is funded by you taking an Advanced Learning Loan. The great news is that if you then go on to complete a degree, your Advanced Learning Loan is written off.


We are offering Access to Higher Education routes to:

- Allied Health Professions and Healthcare professions (like Occupational Therapy, Physiotherapy and Paramedic)
- Education professions (primary, secondary or Further Education teaching)
- Nursing and Midwifery
- Humanities professions (English, Psychology and History)
- Health and Social Care professions (like adult care, social work or community support work)

We also have full level 3 pathways for Learning Support and Childhood Studies through the Diplomas in Specialist Teaching Support and Working with Children and Young People.

The Diplomas are made up of subject sets. Each set contains an introductory unit to the subject, deeper learning in related themes to prepare you for assignments, an independent research project and exam. The subject sets generally take around 6 months to complete and you will complete 2 subject sets. You will also undertake mandatory units covering study skills and academic writing. You will need to attend classes for 2 to 2 ½ days per week.

The diplomas are on offer in Alnwick, Prudhoe, Hexham and Morpeth. Why not give us a call to see what we can offer you? Be all you can with an Access to Higher Education course. To apply for or enquire about Access to Higher Education Diploma contact us on **01670 622103**



**IF YOU ARE STUDYING ANY OF OUR COURSES AND  
YOU FEEL YOU ARE STRUGGLING WITH ENGLISH  
OR MATHS, PLEASE CALL US ON 01670 620221  
FOR EXTRA HELP.**



# 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>. Contact our traineeship and apprenticeship team on **01670 622119** 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>. Contact our traineeship and apprenticeship team on **01670 622119** for help.



# BE ABLE TO GET AHEAD

**It's great to have a job. But as life moves on, being in work is not always enough. It's great to have time on your hands if you fill it with exciting activities that make you feel fulfilled.**

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

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

If we're going to be 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 changes 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.

If we're going to be the best in life we can be, we need to discover passions or skills we never realised we had. No matter what reason you are learning for, you can gain a useful skill, and sense of pride and enjoyment.

Whatever you do, our Get Ahead Programme can help you get to where you want to go faster.

## On the highway to success – Reece, 23

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

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

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

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

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

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

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

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

# Reece



# Christine



## If I can do it, anyone can – Christine, 19

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

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

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

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

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

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

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

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

## ARTS AND CREATIVE

| Course  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|---|-----|------------|------------|----------|-------|-------|---------|
| <b>Abstraction - Unleash your inner artist</b>  |     |            |            |          |       |       |         |
| Hexham  | THU | 12/01/2017 | 16:00      | 18:30    | 2.5   | 9     | £90.00  |
| <b>Art and Impressionism - exploring the impressionists</b>                                 |     |            |            |          |       |       |         |
| Morpeth   | TUE | 28/02/2017 | 17:00      | 19:30    | 2.5   | 6     | £60.00  |
| <b>Art - NCFE Level 1 Award in Creative Craft - Painting and Drawing</b>                    |     |            |            |          |       |       |         |
| Hexham  | FRI | 13/01/2017 | 09:30      | 12:30    | 3     | 17    | £90.00  |
| Morpeth   | MON | 09/01/2017 | 13:00      | 16:00    | 3     | 17    | £90.00  |
| Prudhoe   | THU | 12/01/2017 | 13:00      | 16:00    | 3     | 17    | £90.00  |
| <b>Art - NCFE Level 2 Award in Creative Craft - Painting and Drawing</b>                    |     |            |            |          |       |       |         |
| Hexham  | FRI | 13/01/2017 | 09:30      | 12:30    | 3     | 17    | £140.00 |
| <b>Contemporary Art - a beginner's guide to artists and their works</b>                     |     |            |            |          |       |       |         |
| Morpeth   | TUE | 25/04/2017 | 10:00      | 12:30    | 2.5   | 6     | £52.50  |
| <b>Just Art</b>   |     |            |            |          |       |       |         |
| Hexham  | THU | 12/01/2017 | 13:00      | 15:30    | 2.5   | 9     | £90.00  |
| <b>Introduction to Pastels</b>  |     |            |            |          |       |       |         |
| Hexham  | WED | 11/01/2017 | 13:00      | 15:45    | 2.75  | 8     | £88.00  |
| <b>Discovering Local artists - a beginner's guide to art appreciation in Northumberland</b> |     |            |            |          |       |       |         |
| Hexham  | TUE | 24/01/2017 | 17:00      | 19:30    | 2.5   | 6     | £52.50  |
| Morpeth   | THU | 26/01/2017 | 12:30      | 15:00    | 2.5   | 6     | £52.50  |



# ARTS AND CREATIVE (CONTINUED)

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>Top Ten Artists - explore popular art</b>   |     |            |            |          |       |       |         |
| Hexham   | WED | 22/02/2017 | 13:30      | 16:00    | 2.5   | 6     | £60.00  |
| Morpeth  | TUE | 24/01/2017 | 10:00      | 12:30    | 2.5   | 6     | £60.00  |
| Prudhoe  | WED | 22/02/2017 | 10:00      | 12:30    | 2.5   | 6     | £60.00  |
| <b>Preparing to Work in Graphic Design Beginners - NCFE Award in Creative Craft in Illustration and Graphic Design Level 1</b> |     |            |            |          |       |       |         |
| Prudhoe  | TUE | 10/01/2017 | 09:30      | 12:30    | 3     | 20    | £90.00  |
| Prudhoe  | TUE | 10/01/2017 | 13:30      | 16:30    | 3     | 20    | £90.00  |
| <b>Graphic Design Improvers - NCFE Certificate in Creative Craft in Illustration and Graphic Design Level 2</b>                |     |            |            |          |       |       |         |
| Prudhoe  | TUE | 10/01/2017 | 09:30      | 12:30    | 3     | 25    | £140.00 |
| Prudhoe  | TUE | 10/01/2017 | 13:30      | 16:30    | 3     | 25    | £140.00 |
| <b>Get knitted - a beginner's guide to knitting</b>  |     |            |            |          |       |       |         |
| Morpeth  | FRI | 20/01/2017 | 10:00      | 12:30    | 2.5   | 6     | £60.00  |
| <b>Crochet crafts - a beginner's guide to crochet</b>  |     |            |            |          |       |       |         |
| Morpeth  | FRI | 24/02/2017 | 10:00      | 12:30    | 2.5   | 6     | £60.00  |
| <b>Tailoring and Dressmaking Improvers - NCFE Certificate in Creative Craft Level 1</b>  |     |            |            |          |       |       |         |
| Haltwhistle  | TUE | 10/01/2017 | 13:00      | 16:00    | 3     | 20    | £90.00  |
| Morpeth  | THU | 12/01/2017 | 10:00      | 13:00    | 3     | 20    | £90.00  |
| <b>Get to know your camera - a beginner's guide to digital photography</b>   |     |            |            |          |       |       |         |
| Morpeth  | TUE | 24/01/2017 | 09:30      | 12:00    | 2.5   | 6     | £60.00  |
| Morpeth  | TUE | 24/01/2017 | 16:00      | 18:30    | 2.5   | 6     | £60.00  |
| <b>Photography for Beginners - NCFE Award in Photography Level 1</b>   |     |            |            |          |       |       |         |
| Haltwhistle  | THU | 09/02/2017 | 13:30      | 16:00    | 2.5   | 20    | £90.00  |
| Morpeth  | TUE | 10/01/2017 | 10:00      | 12:30    | 2.5   | 20    | £90.00  |
| Prudhoe  | THU | 09/02/2017 | 10:00      | 12:30    | 2.5   | 20    | £90.00  |
| <b>Preparing to Work in Film Making - Certificate in Interactive Media - NCFE Level 1</b>                                      |     |            |            |          |       |       |         |
| Prudhoe  | THU | 12/01/2017 | 09:30      | 15:30    | 5     | 12    | £140.00 |
| <b>Preparing to Work in Music Technology - NCFE Certificate in Music Technology Level 1</b>                                    |     |            |            |          |       |       |         |
| Prudhoe  | TUE | 10/01/2017 | 17:00      | 21:00    | 4     | 30    | £140.00 |
| <b>Certificate in Music Technology - NCFE Level 2</b>  |     |            |            |          |       |       |         |
| Prudhoe  | TUE | 10/01/2017 | 17:30      | 21:00    | 3.5   | 24    | £140.00 |
| <b>Creative Spring Floristry - a beginner's guide to spring flower displays</b>  |     |            |            |          |       |       |         |
| Morpeth  | WED | 15/02/2017 | 12:30      | 15:00    | 2.5   | 6     | £60.00  |
| Morpeth  | WED | 15/02/2017 | 16:00      | 18:30    | 2.5   | 6     | £60.00  |



**FOR COURSE  
INFO CALL**

**HALTWHISTLE &  
BELLINGHAM**  
01434 605154

**HEXHAM**  
01670 623701

**PRUDHOE**  
01670 623688

**MORPETH**  
01670 622257

**CRAMLINGTON**  
01670 622104



# BUSINESS AND ACCOUNTANCY

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>A Beginner's Guide to Digital Skills - BCS Certificate in Digital Skills Entry Level 3</b>                      |     |            |            |          |       |       |         |
| Hexham   | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Hexham   | FRI | 13/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | FRI | 13/01/2017 | 12:30      | 15:30    | 3     | 15    | £140.00 |
| Morpeth  | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Prudhoe  | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Prudhoe  | WED | 11/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| <b>OCR Award in Using ICT Entry Level 3</b>  |     |            |            |          |       |       |         |
| Haltwhistle  | TUE | 10/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| Morpeth  | TUE | 10/01/2017 | 10:00      | 12:30    | 2.5   | 18    | £90.00  |
| Morpeth  | THU | 12/01/2017 | 13:00      | 15:30    | 2.5   | 18    | £90.00  |
| Haltwhistle  | WED | 11/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| <b>Improve Your Computer Skills - European Computer Driving Licence - Level 1 Flexible Qualification</b>           |     |            |            |          |       |       |         |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | MON | 09/01/2017 | 13:30      | 16:30    | 3     | 15    | £140.00 |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| Prudhoe  | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Hexham   | THU | 12/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| <b>Improve Your Computer Skills - European Computer Driving Licence (Essentials and Extra) - BCS Level 1 and 2</b> |     |            |            |          |       |       |         |
| Prudhoe  | MON | 09/01/2017 | 13:00      | 16:00    | 3     | 26    | £250.00 |
| <b>ICT Functional skills Level 1/2</b>   |     |            |            |          |       |       |         |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £90.00  |
| Hexham   | THU | 12/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| Prudhoe  | THU | 12/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| <b>Coding for Beginners</b>  |     |            |            |          |       |       |         |
| Morpeth  | TUE | 21/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 22/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Design your own Web page</b>  |     |            |            |          |       |       |         |
| Hexham   | FRI | 10/03/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Prudhoe  | MON | 06/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Explore your Digital Footprint</b>  |     |            |            |          |       |       |         |
| Hexham   | TUE | 21/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 22/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Get to Know Your Smartphone</b>   |     |            |            |          |       |       |         |
| Hexham   | TUE | 17/01/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Morpeth  | MON | 16/01/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 18/01/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Get to Know Your Tablet</b>   |     |            |            |          |       |       |         |
| Prudhoe  | WED | 11/01/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>PC Maintenance for Beginners</b>  |     |            |            |          |       |       |         |
| Hexham   | MON | 13/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Morpeth  | WED | 15/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Using a Raspberry Pi</b>  |     |            |            |          |       |       |         |
| Morpeth  | MON | 27/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 29/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Preparing to Work in Administration - Pearson BTEC Certificate Level 1</b>                                      |     |            |            |          |       |       |         |
| Hexham   | WED | 11/01/2017 | 09:30      | 12:30    | 3     | 24    | £250.00 |
| Morpeth  | MON | 09/01/2017 | 09:30      | 12:30    | 3     | 24    | £250.00 |
| Prudhoe  | WED | 11/01/2017 | 09:30      | 12:30    | 3     | 24    | £250.00 |
| Haltwhistle  | MON | 09/01/2017 | 09:30      | 12:30    | 3     | 24    | £250.00 |

# BUSINESS AND ACCOUNTANCY (CONTINUED)

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>Business Administration Level 1</b>   |     |            |            |          |       |       |         |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:00    | 2.5   | 28    | £250.00 |
| <b>How to Create an Effective Presentation</b>   |     |            |            |          |       |       |         |
| Hexham   | THU | 09/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Morpeth  | TUE | 07/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Preparing to Work in Bookkeeping - IAB Award in Manual and Computerised Bookkeeping Level 1</b> |     |            |            |          |       |       |         |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 17    | £90.00  |
| <b>Preparing to Work in Customer Service - Pearson BTEC Certificate Level 1</b>                    |     |            |            |          |       |       |         |
| Hexham   | THU | 12/01/2017 | 13:30      | 16:00    | 2.5   | 28    | £140.00 |
| Morpeth  | TUE | 10/01/2017 | 13:30      | 16:00    | 2.5   | 28    | £140.00 |
| Prudhoe  | THU | 12/01/2017 | 13:30      | 16:00    | 2.5   | 28    | £140.00 |

# CONSTRUCTION AND ENGINEERING

| Course   | Day    | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|--------|------------|------------|----------|-------|-------|---------|
| <b>Apply Wallpaper to Substrates</b>                           |        |            |            |          |       |       |         |
| Hexham   | MON    | 27/06/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Painting and Decorating Skills for Beginners Taster</b>     |        |            |            |          |       |       |         |
| Hexham   | TUE    | 10/01/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| Hexham   | TUE    | 07/02/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| Prudhoe  | MON    | 20/02/2017 | 18:00      | 20:00    | 3     | 3     | £45.00  |
| Prudhoe  | WED    | 11/01/2017 | 18:00      | 20:00    | 3     | 3     | £45.00  |
| <b>Diploma in Painting and Decorating (Painter) at Level 1</b> |        |            |            |          |       |       |         |
| Hexham   | M,TU,W | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £140.00 |
| <b>Diploma in Painting and Decorating (Painter) at Level 2</b> |        |            |            |          |       |       |         |
| Hexham   | M,TU,W | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £390.00 |
| <b>Plastering Skills for Beginners Taster</b>                  |        |            |            |          |       |       |         |
| Hexham   | TUE    | 10/01/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| Hexham   | TUE    | 07/02/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| <b>Plumbing Skills for Beginners Taster</b>                    |        |            |            |          |       |       |         |
| Hexham   | WED    | 11/01/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| Hexham   | WED    | 08/02/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| <b>Servicing Sash Windows</b>                                  |        |            |            |          |       |       |         |
| Hexham   | TUE    | 10/01/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Wall Tiling for Beginners</b>                               |        |            |            |          |       |       |         |
| Prudhoe  | MON    | 09/01/2017 | 18:00      | 20:00    | 3     | 3     | £45.00  |
| <b>Brickwork Skills for Beginners Taster</b>                   |        |            |            |          |       |       |         |
| Hexham   | WED    | 07/03/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| Hexham   | WED    | 04/04/2017 | 18:00      | 21:00    | 3     | 3     | £45.00  |
| <b>Build A Block Wall</b>                                      |        |            |            |          |       |       |         |
| Hexham   | MON    | 09/01/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Build a Brick BBQ</b>                                       |        |            |            |          |       |       |         |
| Hexham   | MON    | 15/05/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Build a Brick Wall</b>                                      |        |            |            |          |       |       |         |
| Hexham   | MON    | 13/02/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Build a Cavity Wall</b>                                     |        |            |            |          |       |       |         |
| Hexham   | MON    | 27/03/2017 | 18:00      | 20:00    | 2     | 5     | £50.00  |
| <b>Diploma in Bricklaying at Level 1</b>                       |        |            |            |          |       |       |         |
| Hexham   | M,TU,W | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £140.00 |

# CONSTRUCTION AND ENGINEERING (CONTINUED)

| Course  | Day      | Start Date | Start Time | End Time | Hours | Weeks | Fee       |
|---|----------|------------|------------|----------|-------|-------|-----------|
| <b>Award in Building Craft Occupations Level 1</b>                          |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £140.00   |
| <b>Diploma in Building Maintenance, Repair and Refurbishment at Level 2</b> |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £390.00   |
| <b>Award in Health &amp; Safety in Construction Level 1 (CSCS CARD)</b>     |          |            |            |          |       |       |           |
| Hexham  | M,TU,W,F | 06/02/2017 | 09:00      | 16:00    | 24    | 2     | £145.00   |
| <b>Award in Construction and Civil Engineering for Beginners at Level 1</b> |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £140.00   |
| <b>Diploma in Construction Operations General Construction Level 2</b>      |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £390.00   |
| <b>Diploma in Occupational Work Supervision at Level 3</b>                  |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 92    | £2,570.00 |
| <b>Carpentry and Joinery Skills for Beginners Taster</b>                    |          |            |            |          |       |       |           |
| Hexham  | TUE      | 06/03/2017 | 18:00      | 21:00    | 3     | 3     | £45.00    |
| Hexham  | TUE      | 03/04/2017 | 18:00      | 21:00    | 3     | 3     | £45.00    |
| <b>Construct Woodwork and Joints</b>  |          |            |            |          |       |       |           |
| Hexham  | MON      | 14/02/2017 | 18:00      | 20:00    | 2     | 5     | £50.00    |
| <b>Fit Architrave and Skirtings</b>   |          |            |            |          |       |       |           |
| Hexham  | MON      | 16/05/2017 | 18:00      | 20:00    | 2     | 5     | £50.00    |
| <b>Fit Ironmongery to an internal Door</b>                                  |          |            |            |          |       |       |           |
| Hexham  | MON      | 28/03/2017 | 18:00      | 20:00    | 2     | 5     | £50.00    |
| <b>Diploma in Carpentry and Joinery for Beginners at Level 1</b>            |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £140.00   |
| <b>Diploma in Carpentry &amp; Joinery at Level 2</b>                        |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £390.00   |
| <b>Diploma in Carpentry &amp; Joinery at Level 3</b>                        |          |            |            |          |       |       |           |
| Hexham  | M,TU,W   | 09/01/2017 | 09:00      | 16:00    | 18    | 46    | £2,570.00 |
| <b>An Introduction to the Safe Use of a Chainsaw</b>                        |          |            |            |          |       |       |           |
| Haltwhistle   | TUE      | 21/03/2017 | 09:30      | 17:00    | 7     | 1     | £35.00    |
| <b>Lantra Chainsaw Maintenance and Cross Cutting Certificate</b>            |          |            |            |          |       |       |           |
| Haltwhistle   | WED      | 22/03/2017 | 09:30      | 16:00    | 2     | 12    | £175.00   |
| <b>Abrasive Wheels (Cut OffSaw)</b>   |          |            |            |          |       |       |           |
| Hexham  | MON      | 09/01/2017 | 18:00      | 20:30    | 2.5   | 3     | £60.00    |
| Hexham  | FRI      | 20/01/2017 | 09:30      | 17:30    | 7.5   | 1     | £60.00    |
| <b>Winter Car Check Workshop</b>  |          |            |            |          |       |       |           |
| Hexham  | SAT      | 14/01/2017 | 09:30      | 17:00    | 7     | 1     | £28.00    |



| Course                                       | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>Creative Writing for All</b>              |     |            |            |          |       |       |         |
| Haltwhistle                                  | FRI | 27/01/2017 | 09:30      | 12:00    | 2     | 11    | £77.00  |
| Hexham                                       | FRI | 27/01/2017 | 13:00      | 15:00    | 2     | 11    | £77.00  |
| Morpeth                                      | FRI | 27/01/2017 | 13:00      | 15:00    | 2     | 11    | £77.00  |
| Prudhoe                                      | TUE | 27/01/2017 | 13:00      | 15:00    | 2     | 11    | £77.00  |
| <b>Introduction to English for Adults</b>    |     |            |            |          |       |       |         |
| Haltwhistle                                  | THU | 02/01/2017 | 12:30      | 15:00    | 2.5   | 6     | FREE    |
| Morpeth                                      | FRI | 02/01/2017 | 12:30      | 15:00    | 2.5   | 6     | FREE    |
| <b>Introduction to English Language GCSE</b> |     |            |            |          |       |       |         |
| Morpeth                                      | MON | 12/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Hexham                                       | THU | 15/06/2017 | 09:30      | 12:00    | 2.5   | 5     | FREE    |
| Prudhoe                                      | TUE | 13/06/2017 | 12:30      | 15:30    | 2.5   | 5     | FREE    |
| <b>Functional Skills English</b>             |     |            |            |          |       |       |         |
| Haltwhistle                                  | MON | 02/01/2017 | 09:30      | 12:00    | 2.5   | 52    | FREE    |
| Hexham                                       | TUE | 02/01/2017 | 09:30      | 12:00    | 2.5   | 52    | FREE    |
| Hexham                                       | TUE | 02/01/2017 | 13:00      | 15:30    | 2.5   | 52    | FREE    |
| Hexham                                       | TUE | 02/01/2017 | 18:00      | 20:30    | 2.5   | 52    | FREE    |
| Morpeth                                      | THU | 02/01/2017 | 12:30      | 16:00    | 2.5   | 52    | FREE    |
| Prudhoe                                      | TUE | 02/01/2017 | 13:00      | 15:30    | 2.5   | 52    | FREE    |
| <b>English Language GCSE - FAST TRACK</b>    |     |            |            |          |       |       |         |
| Hexham                                       | TUE | 10/01/2017 | 12:30      | 15:30    | 3     | 23    | £140.00 |
| Morpeth                                      | THU | 05/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Prudhoe                                      | TUE | 10/01/2017 | 12:30      | 15:30    | 3     | 23    | £140.00 |



## ARE YOU A SUPPORT ORGANISATION? DO YOUR GROUP MEMBERS NEED SKILLS TRAINING?

We can work with you in referring individuals to us for courses being run in your area. We can put courses on especially for your group. We run a selection of short accredited courses to prepare learners for work and volunteering or to help broaden skills and progress in the workplace.

If you are an organisation whose clients and members would benefit from our courses please contact our Development Officer at our Hexham office on **01434 607298**.



# HEALTHCARE AND EDUCATION

| Course  | Day            | Start Date | Start Time | End Time | Hours | Weeks | Fee       |
|---|----------------|------------|------------|----------|-------|-------|-----------|
| <b>Childcare Taster Course</b>  |                |            |            |          |       |       |           |
| Hexham  | M, T, W, Th, F | 20/02/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| Hexham  | M, T, W, Th, F | 29/05/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| Morpeth   | M, T, W, Th, F | 20/02/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| Morpeth   | M, T, W, Th, F | 29/05/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| Prudhoe   | M, T, W, Th, F | 20/02/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| Prudhoe   | M, T, W, Th, F | 29/05/2017 | 09:30      | 12:30    | 15    | 1     | £60.00    |
| <b>Introductory Teaching Assistants Course</b>  |                |            |            |          |       |       |           |
| Prudhoe   | FRI            | 30/06/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| Hexham  | FRI            | 30/06/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| <b>Award in Working with Children - NCFE Level 1</b>  |                |            |            |          |       |       |           |
| Hexham  | TUE            | 17/01/2017 | 09:30      | 12:00    | 3.5   | 30    | £90.00    |
| Hexham  | MON            | 09/01/2017 | 13:00      | 16:30    | 3.5   | 30    | £90.00    |
| Prudhoe   | WED            | 18/01/2017 | 09:30      | 13:00    | 3.5   | 30    | £90.00    |
| <b>Award in Preparing to Work in Adult Social Care - NCFE Level 1 Fast Track</b>  |                |            |            |          |       |       |           |
| Morpeth   | M, T, W, Th, F | 20/02/2017 | 09:30      | 16:30    | 35    | 1     | £90.00    |
| <b>Certificate in Preparing to Work in Adult Social Care - NCFE Level 2</b>   |                |            |            |          |       |       |           |
| Hexham  | TUE            | 10/01/2017 | 09:30      | 13:00    | 3.5   | 30    | £140.00   |
| <b>Certificate in Working with Children and Young People - NCFE Level 2</b>   |                |            |            |          |       |       |           |
| Hexham  | MON            | 16/01/2017 | 09:30      | 12:30    | 3     | 39    | £250.00   |
| Hexham  | THU            | 16/01/2017 | 09:30      | 12:30    | 3     | 39    | £250.00   |
| Morpeth   | FRI            | 13/01/2017 | 09:30      | 12:30    | 3     | 39    | £250.00   |
| Prudhoe   | WED            | 18/01/2017 | 16:00      | 19:00    | 3     | 39    | £250.00   |
| <b>Certificate in Supporting Teaching and Learning - NCFE Level 2</b>   |                |            |            |          |       |       |           |
| Prudhoe   | WED            | 18/01/2017 | 17:00      | 20:00    | 3     | 39    | £250.00   |
| Hexham  | MON            | 16/01/2017 | 09:30      | 12:30    | 3     | 39    | £250.00   |
| Hexham  | THU            | 19/01/2017 | 09:30      | 12:30    | 3     | 39    | £250.00   |
| Morpeth   | FRI            | 20/01/2017 | 09:30      | 12:00    | 3     | 39    | £250.00   |
| <b>Diploma in Specialist Teaching Support - NCFE Level 3</b>  |                |            |            |          |       |       |           |
| Prudhoe   | WED            | 13/01/2017 | 16:00      | 19:00    | 3     | 78    | £2,225.00 |
| Hexham  | MON            | 16/01/2017 | 09:30      | 12:30    | 3     | 78    | £2,225.00 |
| Hexham  | THU            | 19/01/2017 | 09:30      | 12:30    | 3     | 78    | £2,225.00 |
| Morpeth   | FRI            | 20/01/2017 | 09:30      | 12:30    | 3     | 78    | £2,225.00 |
| <b>Diploma in Working with Children and Young People - NCFE Level 3 (Early Years Educator)</b>  |                |            |            |          |       |       |           |
| Prudhoe   | WED            | 13/01/2017 | 17:00      | 20:00    | 3     | 90    | £2,225.00 |
| Hexham  | MON            | 13/01/2017 | 09:30      | 12:30    | 3     | 90    | £2,225.00 |
| Hexham  | THU            | 13/01/2017 | 09:30      | 12:30    | 3     | 90    | £2,225.00 |
| Morpeth   | FRI            | 13/01/2017 | 09:30      | 12:30    | 3     | 90    | £2,225.00 |
| Prudhoe   | WED            | 13/01/2017 | 13:00      | 16:00    | 3     | 90    | £2,225.00 |
| <b>Certificate for Higher Level Teaching Assistants Level 4</b>   |                |            |            |          |       |       |           |
| Prudhoe   | WED            | 05/04/2017 | 16:00      | 19:00    | 3     | 39    | £1,260.00 |
| <b>Certificate in Education and Training - City and Guilds Level 4 and Training, Assessment, Quality &amp; Assurance Assessor Qualification</b> |                |            |            |          |       |       |           |
| Hexham  | THU            | 02/02/2017 | 09:30      | 13:00    | 3.5   | 30    | £1,260.00 |
| Morpeth   | FRI            | 03/02/2017 | 13:30      | 17:00    | 3.5   | 30    | £1,260.00 |
| <b>Counselling Skills for Beginners</b>   |                |            |            |          |       |       |           |
| Hexham  | TUE            | 03/01/2017 | 13:00      | 15:30    | 2.5   | 6     | £75.00    |
| Morpeth   | TUE            | 03/01/2017 | 09:30      | 12:00    | 2.5   | 6     | £75.00    |
| Prudhoe   | THU            | 13/01/2017 | 18:00      | 20:30    | 2.5   | 6     | £75.00    |



**FOR COURSE  
INFO CALL**

**HALTWHISTLE &  
BELLINGHAM**  
01434 605154

**HEXHAM**  
01670 623701

**PRUDHOE**  
01670 623688

**MORPETH**  
01670 622257

**CRAMLINGTON**  
01670 622104



## HEALTHCARE AND EDUCATION (CONTINUED)

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee       |
|--|-----|------------|------------|----------|-------|-------|-----------|
| <b>Certificate in Counselling Skills - NCFE Level 2</b>      |     |            |            |          |       |       |           |
| Morpeth  | MON | 13/01/2017 | 13:00      | 15:30    | 2.5   | 6     | £75.00    |
| Prudhoe  | THU | 13/01/2017 | 13:00      | 15:30    | 2.5   | 6     | £75.00    |
| Prudhoe  | THU | 13/01/2017 | 13:00      | 15:30    | 2.5   | 6     | £75.00    |
| Hexham   | TUE | 05/01/2017 | 13:00      | 15:30    | 2.5   | 6     | £75.00    |
| Morpeth  | TUE | 03/01/2017 | 17:00      | 20:30    | 3.5   | 30    | £140.00   |
| <b>Diploma in Counselling Skills - NCFE Level 3</b>          |     |            |            |          |       |       |           |
| Hexham   | MON | 13/01/2017 | 13:00      | 16:00    | 3     | 78    | £1,980.00 |
| Morpeth  | MON | 13/01/2017 | 16:00      | 19:00    | 3     | 78    | £1,980.00 |
| Prudhoe  | THU | 13/01/2017 | 13:00      | 16:00    | 3     | 78    | £1,980.00 |
| <b>Managing Childrens Behaviour</b>                          |     |            |            |          |       |       |           |
| Prudhoe  | FRI | 28/04/2017 | 10:00      | 12:30    | 2.5   | 6     | £32.00    |
| <b>Parenting Skills for New Parents</b>                      |     |            |            |          |       |       |           |
| Morpeth  | WED | 19/04/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| Prudhoe  | MON | 17/04/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| <b>Emergency Baby and Childrens First Aid</b>                |     |            |            |          |       |       |           |
| Prudhoe  | FRI | 20/01/2017 | 09:30      | 16:00    | 13    | 2     | £75.00    |
| Hexham   | FRI | TBA        |            |          | 13    | 2     | £75.00    |
| <b>Certificate in Mental Health Awareness - NCFE Level 2</b> |     |            |            |          |       |       |           |
| Hexham   | WED | 18/01/2017 | 13:30      | 16:30    | 3     | 30    | £140.00   |
| Morpeth  | WED | 18/01/2017 | 13:30      | 16:30    | 3     | 30    | £140.00   |
| <b>Introduction to Nutrition</b>                             |     |            |            |          |       |       |           |
| Prudhoe  | THU | 28/02/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| Prudhoe  | THU | 28/02/2017 | 09:30      | 12:00    | 2.5   | 6     | £32.00    |
| <b>Sexual Health Level 1</b>                                 |     |            |            |          |       |       |           |
| Prudhoe  | FRI | 17/03/2017 | 09:30      | 12:30    | 3     | 3     | £140.00   |

| Course  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee    |
|---|-----|------------|------------|----------|-------|-------|--------|
| <b>French for Beginners (Progression) - Entry Level 3 Award in Reading and Writing</b>  |     |            |            |          |       |       |        |
| Morpeth   | MON | 06/02/2017 | 14:00      | 16:00    | 2     | 15    | £60.00 |
| <b>French for Improvers - Level 1 Award in Reading and Writing</b>                      |     |            |            |          |       |       |        |
| Morpeth   | MON | 30/01/2017 | 11:45      | 13:45    | 2     | 15    | £60.00 |
| <b>French Intermediate - Level 2 Award in Reading and Writing</b>                       |     |            |            |          |       |       |        |
| Hexham  | WED | 15/02/2017 | 15:00      | 17:00    | 2     | 15    | £60.00 |
| Morpeth   | THU | 02/02/2017 | 18:15      | 20:15    | 2     | 15    | £60.00 |
| Morpeth   | MON | 30/01/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| <b>German for Absolute Beginners - Entry Level 3 Award in Speaking and Listening</b>    |     |            |            |          |       |       |        |
| Haltwhistle   | MON | 09/01/2017 | 13:00      | 15:00    | 2     | 15    | £60.00 |
| <b>German for Beginners (Progression) - Entry Level 3 Award in Reading and Writing</b>  |     |            |            |          |       |       |        |
| Hexham  | MON | 13/02/2017 | 14:30      | 16:30    | 2     | 15    | £60.00 |
| <b>German Intermediate - Level 2 Award in Reading and Writing</b>                       |     |            |            |          |       |       |        |
| Hexham  | MON | 13/02/2017 | 17:00      | 19:00    | 2     | 15    | £61.00 |
| <b>Italian for Beginners (Progression) - Entry Level 3 Award in Reading and Writing</b> |     |            |            |          |       |       |        |
| Hexham  | MON | 23/01/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| Morpeth   | TUE | 31/01/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| <b>Italian for Improvers - Level 1 Award in Reading and Writing</b>                     |     |            |            |          |       |       |        |
| Hexham  | MON | 06/02/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| Morpeth   | THU | 02/02/2017 | 18:00      | 20:00    | 2     | 15    | £60.00 |
| Prudhoe   | TUE | 07/02/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| <b>Italian Advanced Conversation (Non-accredited)</b>                                   |     |            |            |          |       |       |        |
| Morpeth   | MON | 09/01/2017 | 18:00      | 20:00    | 2     | 12    | £96.00 |
| <b>Spanish for Absolute Beginners - Entry Level 3 Award in Speaking and Listening</b>   |     |            |            |          |       |       |        |
| Haltwhistle   | TUE | 10/01/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| Hexham  | WED | 11/01/2017 | 12:00      | 14:00    | 2     | 15    | £60.00 |
| Prudhoe   | FRI | 13/01/2017 | 11:00      | 13:00    | 2     | 15    | £60.00 |



# LANGUAGES (CONTINUED)

| Course  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee    |
|---|-----|------------|------------|----------|-------|-------|--------|
| <b>Spanish Beginners Introduction</b>   |     |            |            |          |       |       |        |
| Alnwick   | THU | 26/01/2017 | 11:30      | 13:00    | 2     | 11    | £77.00 |
| Amble   | TUE | 24/01/2017 | 11:30      | 13:00    | 2     | 11    | £77.00 |
| <b>Spanish for Beginners (Progression) - Entry Level 3 Award in Reading and Writing</b> |     |            |            |          |       |       |        |
| Hexham  | MON | 30/01/2017 | 12:30      | 14:30    | 2     | 15    | £60.00 |
| Morpeth   | WED | 25/01/2017 | 15:00      | 17:00    | 2     | 15    | £60.00 |
| Prudhoe   | THU | 02/02/2017 | 15:00      | 17:00    | 2     | 15    | £60.00 |
| <b>Spanish for Improvers - Level 1 Award in Reading and Writing</b>                     |     |            |            |          |       |       |        |
| Hexham  | MON | 30/01/2017 | 19:00      | 21:00    | 2     | 15    | £60.00 |
| Morpeth   | WED | 25/01/2017 | 12:00      | 14:00    | 2     | 15    | £60.00 |
| Prudhoe   | THU | 02/02/2017 | 10:00      | 12:00    | 2     | 15    | £60.00 |
| <b>Spanish for Improvers - Level 2 Award in Speaking and Listening</b>                  |     |            |            |          |       |       |        |
| Haltwhistle   | TUE | 10/01/2017 | 11:30      | 13:30    | 2     | 15    | £60.00 |
| <b>Spanish Intermediate - Level 2 Award in Reading and Writing</b>                      |     |            |            |          |       |       |        |
| Hexham  | MON | 30/01/2017 | 10:00      | 12:00    | 2     | 15    | £60.00 |
| Morpeth   | WED | 25/01/2017 | 09:30      | 11:30    | 2     | 15    | £60.00 |
| Prudhoe   | THU | 02/02/2017 | 13:00      | 15:00    | 2     | 15    | £60.00 |

# Callum

## I really feel I'm going places – Callum, 22

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

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

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

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

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

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



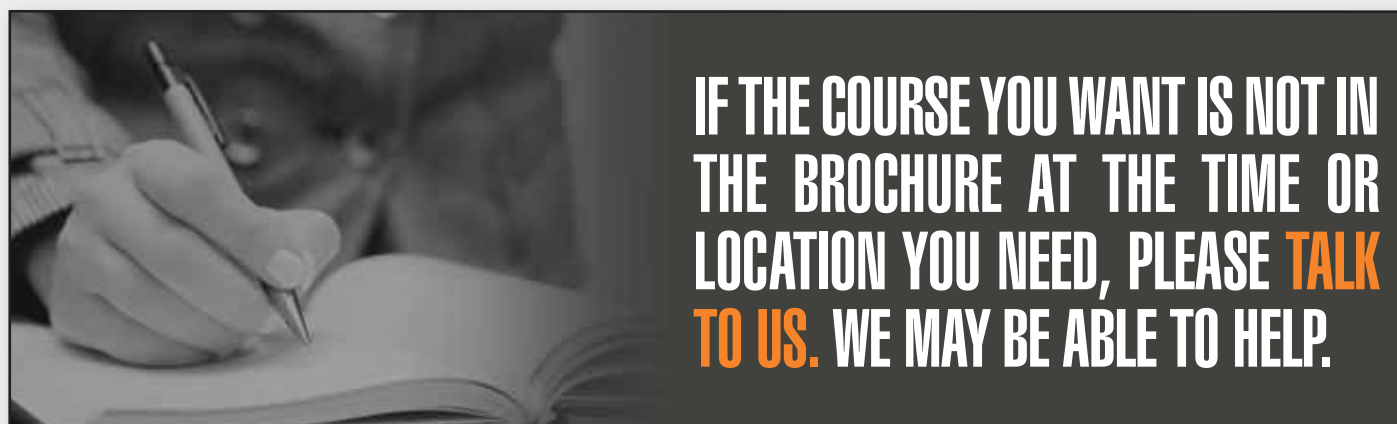


# LIP READING AND SIGNING

| Course                           | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee  |
|----------------------------------|-----|------------|------------|----------|-------|-------|------|
| <b>Lip Reading for Beginners</b> |     |            |            |          |       |       |      |
| Morpeth                          | THU | 12/01/2017 | 13:00      | 15:00    | 2     | 12    | FREE |
| Hexham                           | FRI | 13/01/2017 | 10:00      | 12:00    | 2     | 12    | FREE |
| Prudhoe                          | THU | 12/01/2017 | 13:00      | 15:00    | 2     | 12    | FREE |
| <b>Lip Reading for Improvers</b> |     |            |            |          |       |       |      |
| Morpeth                          | THU | 13/01/2017 | 10:00      | 12:00    | 2     | 12    | FREE |
| Hexham                           | FRI | 13/01/2017 | 12:30      | 14:30    | 2     | 12    | FREE |
| <b>Lip Reading Intermediate</b>  |     |            |            |          |       |       |      |
| Hexham                           | FRI | 13/01/2017 | 14:30      | 16:30    | 2     | 12    | FREE |

# MATHS

| Course                                  | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|---|-----|------------|------------|----------|-------|-------|---------|
| <b>Functional Skills Maths</b>          |     |            |            |          |       |       |         |
| Haltwhistle                             | THU | 02/01/2017 | 12:30      | 15:00    | 2.5   | 52    | FREE    |
| Hexham                                  | TUE | 02/01/2017 | 09:30      | 12:00    | 2.5   | 52    | FREE    |
| Morpeth                                 | THU | 02/01/2017 | 09:30      | 12:00    | 2.5   | 52    | FREE    |
| Prudhoe                                 | WED | 02/01/2017 | 09:30      | 12:00    | 2.5   | 52    | FREE    |
| <b>Maths GCSE - FAST TRACK</b>          |     |            |            |          |       |       |         |
| Hexham                                  | TUE | 03/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Morpeth                                 | WED | 04/01/2017 | 17:30      | 20:30    | 3     | 23    | £140.00 |
| Prudhoe                                 | TUE | 03/01/2017 | 13:00      | 16:00    | 3     | 23    | £140.00 |
| <b>Introduction to Maths for Adults</b> |     |            |            |          |       |       |         |
| Haltwhistle                             | THU | 02/01/2017 | 09:30      | 12:00    | 2.5   | 6     | FREE    |
| Morpeth                                 | FRI | 27/01/2017 | 09:30      | 12:00    | 2.5   | 6     | FREE    |
| <b>Introduction to Maths GCSE</b>       |     |            |            |          |       |       |         |
| Morpeth                                 | THU | 15/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Hexham                                  | WED | 14/06/2017 | 18:00      | 20:30    | 2.5   | 5     | FREE    |
| Prudhoe                                 | WED | 13/06/2017 | 09:30      | 12:30    | 2.5   | 5     | FREE    |



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.

# INTERESTED IN WORKING ON THE LAND?

WE OFFER A RANGE OF SHORT COURSES TO GET YOUR QUALIFIED QUICKLY  
IN WORKING WITH CHAIN SAWS, STRIMMERS, HEDGE TRIMMERS AND  
OTHERS TOOLS FOR LAND MANAGEMENT

## **An Introduction to the safe use of a Chainsaw**

This one day course is for anyone new to using a chainsaw, who would like the knowledge to use one safely, under the supervision of a qualified instructor. Progression from this course is the Lantra 'Chainsaw Maintenance and Cross Cutting' course below.

Course Fee: **£35.00**

## **Lantra Chainsaw Maintenance and Cross Cutting Certificate**

This two day course is designed for people new to chainsaw use who intend to crosscut timber only. After training, operators should be able to carry out their work in a safe manner and know their limitations.

Course Fee: **£175.00**

## **Lantra Felling of small trees up to 200mm Certificate**

This two day course has been developed for experienced operators who use a chainsaw to fell small sized trees and require a certificate of competence. You must have completed the basic course.

Course Fee: **£175.00**

## **Lantra Hand Held Hedge Trimmers Certificate**

This one day course deals with the safe operation of hedge trimmers. It includes pre-use checks and maintenance, identification of all controls and safety stickers, and knowledge of safe use of powered machinery.

Course Fee: **£90.00**

## **Lantra Strimmers and Brush Cutters Certificate**

This two day course is intended for individuals or employees to ensure that they have the knowledge and expertise to operate brush cutters or strimmers. This course has been designed for grounds, maintenance staff, green keepers, local authority workers and those working in landscape industries who wish to attain a certificate

Course Fee: **£175.00**

## **Chainsaw Professional Course – Lantra / YPTC CS30 and CS31 Certificate**

This course includes the practical instruction and the one day assessment to demonstrate your competence in using a chainsaw.

Course Fee: **£450.00**

## **YPTC Medium to Large Trees**

This is a 3 day course intended for professional chainsaw users progression to the felling of medium to large trees. To qualify you must have completed CS30 and CS31 course above.

Course Fee: **£360.00**

All of the courses above will be assessed by a trainer during the course. Assessment will be made from observations and from questions and exercises set by the trainer.

These courses take place regularly throughout the year. For more information on the next available course and location please contact Maureen at Alnwick on 01665 604563.



# SCIENCE AND HUMANITIES

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee    |
|--|-----|------------|------------|----------|-------|-------|--------|
| <b>Discover Northumberland's history - a beginner's guide to local history</b>                                       |     |            |            |          |       |       |        |
| Hexham   | WED | 22/02/2017 | 13:30      | 16:00    | 2.5   | 6     | £52.50 |
| Hexham   | WED | 22/02/2017 | 17:00      | 19:30    | 2.5   | 6     | £52.50 |
| Morpeth  | TUE | 28/02/2017 | 14:00      | 16:30    | 2.5   | 6     | £52.50 |
| Morpeth  | TUE | 28/02/2017 | 18:00      | 20:30    | 2.5   | 6     | £52.50 |
| <b>Discover your ancestry - a beginner's guide to family history</b>   |     |            |            |          |       |       |        |
| Morpeth  | TUE | 14/02/2017 | 13:30      | 16:00    | 2.5   | 6     | £60.00 |
| Morpeth  | TUE | 14/02/2017 | 17:00      | 19:30    | 2.5   | 6     | £60.00 |
| Prudhoe  | THU | 16/02/2017 | 10:00      | 12:30    | 2.5   | 6     | £60.00 |
| <b>Dog Whispering for Beginners</b>  |     |            |            |          |       |       |        |
| Morpeth  | TUE | 10/01/2017 | 10:00      | 12:00    | 2     | 11    | £77.00 |
| Morpeth  | WED | 11/01/2017 | 14:00      | 16:00    | 2     | 11    | £77.00 |
| Morpeth  | WED | 11/01/2017 | 10:00      | 12:00    | 2     | 11    | £77.00 |
| <b>Dog Whispering for Improvers</b>  |     |            |            |          |       |       |        |
| Morpeth  | THU | 12/01/2017 | 18:00      | 20:00    | 2     | 11    | £77.00 |
| Morpeth  | THU | 12/01/2017 | 13:00      | 15:00    | 2     | 11    | £77.00 |
| <b>Introduction to Philosophy</b>  |     |            |            |          |       |       |        |
| Morpeth  | TUE | 24/01/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| Morpeth  | TUE | 21/02/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| Morpeth  | TUE | 21/03/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| <b>Introduction to Psychology</b>  |     |            |            |          |       |       |        |
| Morpeth  | TUE | 10/01/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| Morpeth  | TUE | 07/02/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| Morpeth  | TUE | 07/03/2017 | 10:00      | 16:30    | 6.5   | 2     | £45.50 |
| <b>Local Heros - discover Northumberland's past "celebrities"</b>  |     |            |            |          |       |       |        |
| Hexham   | TUE | 25/04/2017 | 17:00      | 19:45    | 2.75  | 5     | £48.00 |
| Morpeth  | THU | 27/04/2017 | 12:30      | 15:15    | 2.75  | 5     | £48.00 |
| <b>Northumbrian pitmen - a beginner's guide to exploring the history of coal mining in Northumberland</b>            |     |            |            |          |       |       |        |
| Hexham   | TUE | 28/02/2017 | 17:00      | 19:30    | 2.5   | 6     | £52.50 |
| Morpeth  | THU | 02/03/2017 | 12:30      | 15:00    | 2.5   | 6     | £52.50 |
| <b>Psychologically Speaking - explore the most influential psychologists and the impact they have had on society</b> |     |            |            |          |       |       |        |
| Morpeth  | WED | 18/01/2017 | 13:30      | 16:15    | 2.75  | 5     | £48.00 |
| <b>Online Family Research</b>  |     |            |            |          |       |       |        |
| Morpeth  | TUE | 14/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00 |
| Prudhoe  | FRI | 17/03/2017 | 09:30      | 12:30    | 3     | 1     | £24.00 |



# TECHNOLOGY AND DIGITAL SKILL

| Course   | Day | Start Date | Start Time | End Time | Hours | Weeks | Fee     |
|--|-----|------------|------------|----------|-------|-------|---------|
| <b>A Beginner's Guide to Digital Skills - BCS Certificate in Digital Skills Entry Level 3</b>                      |     |            |            |          |       |       |         |
| Hexham   | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Hexham   | FRI | 13/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | FRI | 13/01/2017 | 12:30      | 15:30    | 3     | 15    | £140.00 |
| Morpeth  | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Prudhoe  | MON | 09/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Prudhoe  | WED | 11/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| <b>Coding for Beginners</b>  |     |            |            |          |       |       |         |
| Morpeth  | TUE | 21/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 22/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Design your own Web page</b>  |     |            |            |          |       |       |         |
| Hexham   | FRI | 10/03/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Prudhoe  | MON | 06/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Explore your Digital Footprint</b>  |     |            |            |          |       |       |         |
| Hexham   | TUE | 21/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 22/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Get to Know Your Smartphone</b>   |     |            |            |          |       |       |         |
| Hexham   | TUE | 17/01/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Morpeth  | MON | 16/01/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 18/01/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Get to Know Your Tablet</b>   |     |            |            |          |       |       |         |
| Prudhoe  | WED | 11/01/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>How to Create an Effective Presentation</b>   |     |            |            |          |       |       |         |
| Hexham   | THU | 09/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Morpeth  | TUE | 07/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>ICT Functional skills Level 1/2</b>   |     |            |            |          |       |       |         |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £90.00  |
| Hexham   | THU | 12/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| Prudhoe  | THU | 12/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| <b>Improve Your Computer Skills - European Computer Driving Licence - Level 1 Flexible Qualification</b>           |     |            |            |          |       |       |         |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | MON | 09/01/2017 | 13:30      | 16:30    | 3     | 15    | £140.00 |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| Prudhoe  | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| <b>Improve Your Computer Skills - European Computer Driving Licence (Essentials and Extra) - BCS Level 1 and 2</b> |     |            |            |          |       |       |         |
| Prudhoe  | MON | 09/01/2017 | 13:00      | 16:00    | 3     | 26    | £250.00 |
| <b>Improve Your Computer Skills - European Computer Driving Licence (Extra) - BCS Level 2</b>                      |     |            |            |          |       |       |         |
| Hexham   | THU | 12/01/2017 | 17:30      | 20:30    | 3     | 15    | £140.00 |
| Morpeth  | THU | 12/01/2017 | 09:30      | 12:30    | 3     | 15    | £140.00 |
| <b>OCR Award in Using ICT Entry Level 3</b>  |     |            |            |          |       |       |         |
| Haltwhistle  | TUE | 10/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| Morpeth  | TUE | 10/01/2017 | 10:00      | 12:30    | 2.5   | 18    | £90.00  |
| Morpeth  | THU | 12/01/2017 | 13:00      | 15:30    | 2.5   | 18    | £90.00  |
| Haltwhistle  | WED | 11/01/2017 | 13:00      | 16:00    | 3     | 15    | £90.00  |
| <b>Online Family Research</b>  |     |            |            |          |       |       |         |
| Morpeth  | TUE | 14/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | FRI | 17/03/2017 | 09:30      | 12:30    | 3     | 1     | £24.00  |
| <b>PC Maintenance for Beginners</b>  |     |            |            |          |       |       |         |
| Hexham   | MON | 13/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Morpeth  | WED | 15/02/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| <b>Preparing to Work in Bookkeeping - IAB Award in Manual and Computerised Bookkeeping Level 1</b>                 |     |            |            |          |       |       |         |
| Hexham   | TUE | 10/01/2017 | 17:30      | 20:30    | 3     | 17    | £90.00  |
| <b>Using a Raspberry Pi</b>  |     |            |            |          |       |       |         |
| Morpeth  | MON | 27/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |
| Prudhoe  | WED | 29/03/2017 | 18:00      | 21:00    | 3     | 1     | £24.00  |



# OUTREACH WORK IN NORTH NORTHUMBERLAND AND RURAL COALFIELDS

Are you looking to learn a new skill?  
Searching for a fresh start?

We will be running job clubs, skills courses and English and Maths boosters and GCSE's in community venues across West Tynedale and Redesdale.

- Business Skills
- Childcare
- Creative Crafts
- English
- Maths
- Employability
- Health and Social Care
- Information Technology
- Languages
- Job Club
- Science
- Supporting Teaching and Learning

We'll be delivering them in community venues close to where you live.  
For information on joining our courses please call the Hexham office on **01434 607298**.

If we don't have what you are looking for and you live in these areas, we would like to hear from you. We are looking to develop more courses on your doorstep. So if we can help you, tell us what you are looking for in your community by calling our Development Officer on **01434 607298**.



# OUR TERMS AND CONDITIONS

## Adult 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. You are expected to take any assessment if you enrol for these courses. These courses are funded by the government and we can offer fee remission for certain groups of people. **Fees are marked in blue where you can take an Advanced Learning Loan.**

## 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. There are also some 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 government subsidy so we cannot offer free fees for any of these activities. **Fees are marked in red where we cannot offer free fees.**

## 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 any of the local centres.

## 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 19+ 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>. You must have a loan in place before you start the course or you may be charged the full fee. If you need help with an Advanced Learning Loan, please call Gemma Lee on 01670 622105
- Apply for fee remission. On adult education skills courses 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 2016/2017:

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 already possess a grade C or higher in the subject

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+ years who are studying up to and including Level 2 who are unemployed and meeting one of the following conditions:

- receiving Job Seekers 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.

All other learners are expected to pay fees in full or if you are 19+ and studying at level 3 or higher, you can apply for an Advanced Learning Loan.

**All learners should note our refunds policy available at [www.northumberland.gov.uk/adultlearning](http://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 622103**

**Textphone (minicom): 01670 536844**

**Text Relay Service: 018001 0345 600 6400**

**Email: [adultlearning@northumberland.gov.uk](mailto: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: 01670 623691**

## **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 Centre**

Walkergate  
Berwick upon Tweed  
TD15 1DB

**Tel: 01670 626107**

## **Blyth Adult Learning Centre**

Brunel Building  
Blyth  
NE24 1LT

**Tel: 01670 622099**

## **Cramlington Adult Learning Centre**

Northumbria House  
Manor Walks  
Cramlington  
NE23 6UR

**Tel: 01670 622104**

## **Hexham Adult Learning Centre**

The Gatehouse  
Wanless Lane  
Hexham  
NE46 1BU

**Tel: 01670 623701**

## **Morpeth Adult Learning Centre**

Cottingwood Lane  
Morpeth  
NE61 1DN

**Tel: 01670 622257**

## **Fuse Media Centre**

Moor Road  
Prudhoe  
NE42 5LJ

**Tel: 01670 623688**

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](http://www.northumberland.gov.uk/adultlearning)



**ALNWICK**  
**01670 623691**

**BERWICK**  
**01670 626107**

**MORPETH**  
**01670 622257**