

Learning and Skills Service Course Guide 2019/20 Term 2



For more information call us on 01429 868616 or visit
www.hartlepool.gov.uk/learningandskills



Welcome to the Adult Learning Course Guide 2019/2020

Welcome to Hartlepool Adult Education's 2019/20 Prospectus which contains a wide range of interesting courses that will help enhance your personal, social and employability skills. Adult Education sits within the Council's Learning & Skills Service and we have set very high expectations and are wholly committed to delivering only outstanding quality provision for all of our learners. We have a team of passionate and dedicated staff and volunteers who will support you every step of the way to achieve your learning and career goals.

Within Adult Education, you will find a very welcoming and safe learning environment where we offer much more than courses such as an impartial Careers Service, Volunteer Hartlepool Brokerage Service, Pastoral Support Team, Health & Wellbeing activities and employment focused initiatives. We are extremely proud that, as a service, Ofsted have rated us as a Good Provider with excellent features identified and we are the only service of its kind in the Country to secure Investors in Volunteering, Investors in Careers, Matrix Standard, Investors in People (Silver Award) and Better Health at Work Silver Award.

We are an open and listening service and we always welcome feedback from all parties that we work with on how we can further strengthen our provision. We very much look forward to you enrolling with us as we start this exciting academic year ahead and I wish you the very best in your studies.

Patrick Wilson

Learning and Skills Manager

The Four A's to Outstanding Achievement

Over many years, the service has created a culture that provides a respectful, supportive, friendly and positive environment so that all learners can learn in a safe environment and get the most out of their learning experience.

Adult Education is here to support all of our learners to succeed in their learning and to assist individuals to make informed choices about the next stage of their education, employment, self employment or training.

The service has now adopted the 'Four A's to Outstanding Achievement' ethos which encourages all learners to focus on their:

- **Attendance**
- **Attitude**
- **Aspiration**
- **Achievement**

By The Learning and Skills Service and learners focusing on the 'Four A's to Outstanding Achievement', we are confident that we can continue to support all learners to reach their full potential and achieve their long term career goals.

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Why Choose Us?

- We are rated Good by Ofsted
- We have dedicated staff and volunteers committed to support our learners
- We have very good achievement rates for Adult Skills learners
- We have very good progression rates for our learners
- Pastoral support is available throughout your course to help you achieve
- Flexible learning options available, including Distance Learning, to suit your lifestyle
- We deliver specialist employment focused programmes
- 100% of our learners feel safe
- 100% of learners currently rate the teaching as good or very good
- 100% of learners currently felt that their individual needs had been met
- 100% of learners currently rate our tutors as good or very good

Where to find us

Hartlepool Adult Education is based on Tower Street, near the centre of town, a short walk from the transport interchange for easy access via bus or rail. Pay and display parking is available nearby.

In addition to the courses held in Tower Street we also offer courses at various locations throughout Hartlepool including Community Hub North, Community Hub South, Community Hub Central and the Peoples Centre.

Office opening hours

Monday -Thursday: 08.45 -17.00
Friday: 08.45 16.00



Contact us for more details

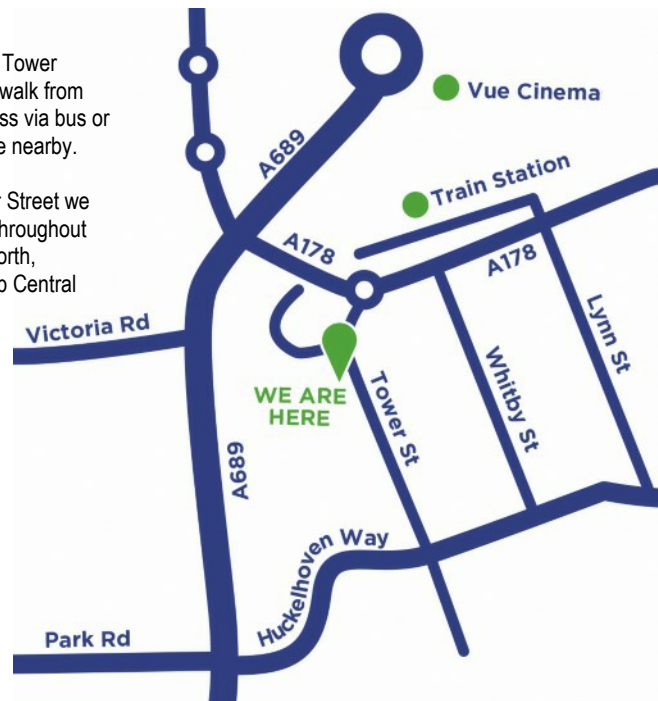
Adult Education, Victoria Buildings, 6-8 Tower Street, Hartlepool, TS24 7HD



01429 868616



www.hartlepool.gov.uk/learningandskills



Steps to Starting Your Course

Our courses

We have a wide range of courses starting throughout the year. Please take a look at what we offer on the following pages.

Will I qualify for reduced fees?

You may be entitled to free or discounted courses. To find out if you are eligible, please call 01429 868616.

Refunds

Refunds are not given unless Hartlepool Adult Education Service has closed the class due to circumstances such as low class numbers and a suitable alternative is not available. Any learner wishing to withdraw from a course and requesting a refund must submit a written request. Each refund request will be considered on an individual basis.

Exam Fees

Exam fees are included in the cost of the course. However, fees will be charged for any costs the service incurs if a learner fails to attend examinations.

Advanced Learner Loan

If you are aged 19 or over and you're planning to study at Level 3, 4, 5 or 6 you may qualify for an Advanced Learner Loan.

Please ask for details or visit www.gov.uk/advanced-learnerloan for more information.

How to enrol

For information on how to enrol on our courses please contact a member of our Information, Advice and Guidance Team either in person at Tower Street or on 01429 868616.



Any courses within this document, marked with a “” mean that the course requires an exam to be passed to complete.**

Need help?

If you have additional learning needs we can provide 1:1 support in the class, large print materials, communication support, an interpreter or specialist equipment.

Please call us on 01429 868616 to find out more.

Term Dates

Spring Term

Monday 6th January to Friday 3rd April 2020

Half Term

Monday 17th February to Friday 21st February 2020

Easter Break

Monday 6th April to Friday 17th April 2020

Summer Term

Monday 20th April to Friday 17th July 2020

Half Term

Monday 25th May to Friday 29th May 2020

*** Some start and end dates may differ from the above.**



Careers Service

We have a trained Careers Education, Information, Advice and Guidance (CEIAG) team who will support and assist you when enrolling on your course and throughout your learning experience.

The Learning & Skills Service is wholly committed to supporting all learners to fulfil their aspirational career goals and all learners will have access to an outstanding, impartial Careers Service.

Through the Careers Service all learners will:

- Be given a named Careers Adviser to offer impartial, ongoing support to help an individual progress into further education, higher education, volunteering and/or employment
- Be offered an opportunity to develop a Personalised Career Plan
- Have access to National Careers Service (NCS) Specialist Advisers
- Have access to Careers Events, Job Fairs and be regularly informed of current job vacancies

To boost your chances of securing employment all of our courses fully embed 'careers activity' to provide learners with an insight into industry standards, current and future job occupations across all sectors and the necessary skills, knowledge and attributes required by employers.



Steps into Employment

Supporting learners to gain skills for employment.

The service's main aim is to provide a wide range of provision to support individuals with personal, social and employability development.

The service has a wide range of employability programmes and initiatives which prepare learners for the world of work and assists individuals into work such as:

• Essential Employment Skills Courses:

There are a range of non-accredited and accredited employment skills programmes which incorporate:

- Interview Techniques
 - CV Development
 - Online Applications
 - Resilience Training
 - Communication and Presentation Skills
 - Advice on Self-Employment
-
- Volunteer Hartlepool which is our flagship initiative providing all learners with a guaranteed high quality work placement
 - Access to Job Clubs with support from qualified staff to effectively job search

Apprenticeships

For nearly 25 years Hartlepool Adult Education has been a leading provider of Adult Skills and Community Learning programmes within the local area. We also have a proud tradition of successfully managing and delivering apprenticeships that meet employer demands in areas such as Business Administration, Customer Services, Finance, Events Management, Housing Management, Leadership and Management, Health and Social Care and Children and Young Peoples' Workforce Development.

What we will offer all Apprentices

The service has a guaranteed entitlement for all apprentices to support them with their personal, professional, social and employability development. As a minimum, all apprentices will receive a comprehensive training package and tailored support.

**For further information contact us on
01429 868616**

Payroll Workshop

This course will give you an understanding of the basics of payroll and how to log on, backup and restore.

You will navigate the payroll windows and be shown the options, toolbars and menus.

You can add employees and elements.

Following on you can progress on to a full workshop of 5 sessions to complete the course.



Health and Wellbeing of Learners

Health & Wellbeing

Hartlepool Adult Education works in partnership with the Council's Public Health and Sports Development Teams to empower our learners to:

- Be economically active
- Live healthier lives
- Be more confident
- Be motivated
- Achieve aspirational goals
- Take full advantage of future employment opportunities

This means that all learners enrolling on a programme will have access to a much broader range of provision such as advice on smoking cessation, mental health support, healthy living schemes, exercise classes and student exchange initiatives that will support an individual's health and enrich them to succeed in their everyday lives and careers. All learners will have access to our dedicated Health and Wellbeing Handbook.



Apprenticeships

What are apprenticeships?

An apprenticeship is a real job with a training component. It allows trainees to earn while they learn, as well as gaining a nationally recognised qualification.

How to apply for an apprenticeship

Our apprenticeship vacancies are advertised on our website. You can find general information about apprenticeships at www.apprenticeships.gov.uk you can also get in touch with Hartlepool Learning and Skills Services Apprenticeship Lead (kristie.burt@hartlepool.gov.uk) stating what apprenticeship you are interested in and we will advise you on how to proceed. To discuss apprenticeships further please contact Hartlepool Learning and Skills 01429 523029. Apprenticeships can also be found using the 'Find an Apprenticeship' service at www.gov.uk/topic/further-education-skills/apprenticeships

Apprenticeship levels

There are four different levels of apprenticeship:

- Intermediate - equivalent to five good GCSE passes.
- Advanced - equivalent to two A-level passes.
- Higher - equivalent to the first stages of higher education, such as a foundation degree.
- Degree - comparable to a Bachelors or Master's degree. Find out more at degree apprenticeships. www.gov.uk/government/publications/higher-and-degree-apprenticeships

Hartlepool Learning and Skills Apprenticeship offer:

Business

- Level 2 Business Administration
- Level 3 Business Administration
- Level 2 Customer Service
- Level 3 Customer Service
- Level 3 Assistant Accountant

Childcare

- Level 3 Residential Childcare

Health and Social Care

- Level 2 Adult Care Worker
- Level 3 Lead Adult Care Worker

Management

- Level 3 Management
- Level 5 Management

Creative Industries

- Level 2 Event Management
- Level 3 Event Management



Volunteer Hartlepool

Becoming a volunteer can open doors to a wide range of opportunities.

Want to be involved in your local community?

Volunteer Hartlepool is a key initiative for Adult Education and has significantly expanded over recent years. We are extremely proud to guarantee all interested learners a voluntary placement through Volunteer Hartlepool and this further reinforces our commitment to prepare individuals for the world of work.

Volunteer Hartlepool has many active volunteer opportunities available and has knowledge of over 600 organisations and community groups that currently operate within Hartlepool. There are many opportunities on offer. From Customer Services, Business Admin, Information, Advice & Guidance, Sports Coaching, Fundraising and Mentoring.



All learners interested in becoming a volunteer will receive:

- Access to a dedicated and impartial Information, Advice & Guidance Officer
- Support to develop an Individual Career Plan
- Access to an Introduction to Volunteering Programme and access to an accredited volunteer course
- Support to identify a suitable work placement
- Access to a brokerage service whereby individuals will be supported into a high quality voluntary placement
- Assistance to complete CV's and access to job clubs
- Assistance to progress onto further learning to improve job prospects



For further information visit
www.volunteerhartlepool.org.uk
Tel: 01429 857074

Digital Skills Courses

The digital world has become important in almost every area of life; from searching for jobs, or keeping in touch with friends and family.

Digital Skills for Beginners

Designed for the total beginner, you will learn how to use a PC correctly. You will also learn some basic word processing skills, how to search for information on the internet as well as set up and use an email Account.

Functional Skills (Entry Level) *

An ideal qualification for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. These qualifications will develop your ICT skills to ensure you are confident and capable in choosing and using a range of ICT systems, tools and software packages, such as the Internet, Word and Excel to meet your needs. It is suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks, such as Foundation Learning.



Functional ICT Level 1 & 2 *

These qualifications are suitable for learners who wish to be recognised for their achievement of a wide range of practical ICT skills for use in everyday life, e.g. Word, internet/email and basic spreadsheets, database and PowerPoint. These courses will help you develop your knowledge and skills in a range of software applications that most employers desire. These can include using spreadsheets with advanced formulae e.g. IF function and filtering information.

ECDL Level 1 & 2*

Existing experience and knowledge will be developed to improve understanding of Microsoft Office applications including Word, PowerPoint and Excel Spreadsheets. Progressing to build on your existing experience and knowledge to gain a level 1 or 2 qualification and become more proficient in the use of Microsoft applications.

Internet for Beginners

Improving everyday internet skills. The internet is a giant library of information. Knowing how to access this information is useful for practical everyday tasks. Learn how to use the internet to compare prices, discover training opportunities, job search, research your hobbies, keep in touch with friends and family and bag a bargain when shopping online. Also learn the basics of using the internet safely and protecting your details online.

Make Social Media Work for You

In this course you will learn about different social media platforms and networks and how you can use these to connect with people and share information online for work, study or socialising. This course will allow you to stay in control of your information and stay safe. Learn how social media can be used to promote events and businesses; create, edit and use contacts when sending and receiving online communications, comprising text and other digital content to individual and multiple recipients; initiate and participate in a video call and identify the types of digital activities that leave a 'digital footprint' and understand the implications.

Staying Safe Online

This course will cover how to pay bills safely online and also how you can switch your utility services such as gas and electric to get you the best deal being safe and responsible online, protecting privacy, protecting data and digital wellbeing.

Beginners Photo Editing

Have you ever wanted to design your own digital artwork or images but not sure how? This course is an inspiring way for you to enter the world of image manipulation and digital graphic design.

Our **Photo Editing for Improvers** course then builds on these skills further.

Business and Administration Courses

Enrol on a business administration course to help with employability and work skills.

Introduction to Customer Service

Ever thought about looking into a new career in Customer Service? This short and friendly 2 hour session will introduce you to studying in this area to find a new career that suits you, and is an insight into the Distance Learning Customer Service course.

Level 1 AAT Access Award in Bookkeeping & Software*

You will create accounts, process accounting information, read reports and learn to understand the risk and reward of using accounting software. From this course you will gain an understanding about the role of a bookkeeper. This course introduces essential accounting skills and principles such as the double entry system, trial balances and credit control.

Level 2 AAT Foundation Certificate in Bookkeeping and Software*

Develop further use of manual bookkeeping skills and software skills to the next level. You will be able to set up your accounting software to produce reports. This will cover bookkeeping transactions, control accounts, journals & costings.

AAT Business Skills

This 12 week course is perfect for young people and those taking their first step on the career ladder. As well as covering the basic accounting techniques and principles you'll gain a broader understanding of the business environment and how to prepare for entering the world of work.

Minute Taking Skills

Minutes are a very important method of recording information from a meeting. This short minute taking course will provide you with practical tips and techniques for taking effective meeting minutes that capture vital information, thoughts and ideas.

Introduction to Working in Business Administration

This course is designed for those who want to work in administrative support roles in public or private sector organisations. You will learn how to carry out essential administrative tasks and on completion of the course you will be able to progress to higher level study to gain qualifications that meet the needs of employers.

Bookkeeping Workshop

This course will introduce you to manual bookkeeping documents and a manual process to record the documents.

You will learn terminology, how to calculate VAT and have to process some documentation.

Following on you can progress on to a 10 week Bookkeeping course and then to an AAT qualification.

Computerised Account Workshop

This course will introduce you to using a computerised package of entering invoices, payments, credits and adding customers, suppliers and new ledger accounts.

Following this you can progress to a 10 week computerised accounts course and then to an AAT qualification.

Payroll Workshop

This course will give you an understanding of the basics of payroll and how to log on, backup and restore.

You will navigate the payroll windows and be shown the options, toolbars and menus.

You can add employees and elements.

Following on you can progress on to a full workshop of 5 sessions to complete the course.

Business Administration NVQ Courses

NVQ Courses are held regularly throughout the year.

Call 01429 868616 to arrange an appointment. Price on request.

NVQ Certificate in Business and Administration Level 2

Designed for those already working or volunteering in a business administration role. You will build an ePortfolio of evidence based on activities carried out in the workplace.

NVQ Certificate in Business and Administration Level 3

This course is for people working in an administrative role at a supervisory level. You will be assessed carrying out real workplace activities and build up an ePortfolio of evidence to prove competence.

NVQ Certificate in Business and Administration Level 4

This course is for people working in an administrative role where they are responsible for system change and who work with a high level of autonomy. You will be assessed carrying out real workplace activities and build up an ePortfolio of evidence to prove competence.

Level 6 Diploma in Career Guidance and Development

This course provides a high quality and nationally recognised qualification for learners working directly with clients providing Careers Education, Information, Advice and Guidance (CEIAG). In order to achieve this qualification, you will produce an ePortfolio of evidence on a range of units including career guidance theory and using Labour Market Information with clients.

NVQ Certificate in Customer Service Level 2

This course will increase your awareness and knowledge skills of customer service. You must be working or volunteering in a customer facing role to acquire the evidence to build an ePortfolio.

NVQ Diploma in Customer Service Level 3

A qualification for those who work in a customer facing role without direct supervision. Your competence in the role will be assessed by building an ePortfolio of evidence based upon activities carried out within your existing role.

Level 3 Diploma in the Principles of Leadership and Management

This qualification aims to give team leaders and potential first line managers the foundation for their formal development in this role. The qualification does this by developing basic team leadership skills and assisting participants in gaining the basic knowledge required at this level.

NVQ Management Level 5

This qualification is suitable for aspiring senior managers, heads of department and directors. Building on knowledge and skills to progress within your role in management.



Teaching, Learning and Assessment Courses

Comprehensive courses that will offer a starting point or increase opportunity for people either new to, or currently working within the education sector.

Level 3 Award Internal Quality Assurance

The Level 3 Award Internal Quality Assurance course is designed for those who are relatively new to assessing and would like to develop their knowledge and understanding of the basic principles and practices. The course is applicable to the majority of sectors, whether you work with employers, in further education, in adult continued learning or in the third sector, this course will provide you with a recognised qualification opening up the door to further progression routes.

Understanding Child Development

This course introduces four theories, these theories are sometimes referred to as 'grand theories' in the sense that they offer general explanations of child development as a whole, rather than just certain areas.

Level 2 Award in Mentoring

The role and responsibilities of a mentor in practice are multifaceted. This course prepares you for this challenging and immensely rewarding role by giving you the knowledge, understanding and skills necessary to be a competent mentor.

Level 3 Certificate in Education and Training

This Level 3 qualification is a relevant and useful course for trainee teachers in a post 16 context. This course is an induction to teaching that will give an insight into the roles, responsibilities and relationships in education and training, how to plan and deliver inclusive teaching sessions and how to assess and give constructive feedback.

Level 1 Award in Preparing to Work in Schools

This course is designed to give you an introduction to supporting learning in the classroom. An ideal way to explore your next steps into employment or training.



Teaching, Learning and Assessment NVQ Courses

NVQ Courses are held regularly throughout the year.
Call 01429 868616 to arrange an appointment. Price on request.

NVQ Diploma in Residential Childcare Level 3

This qualification is designed to build the knowledge and skills needed when working with children and young people from birth to 19 years who are in residential care. It covers a diverse range of job roles and occupational areas.

NVQ Level 2 Certificate in Support for Teaching and Learning in Schools

The Level 2 Certificate is applicable to learning support staff whose responsibilities at work are supervised. Designed for those who are employed or work as a volunteer for a minimum of two days a week in a school for three terms. It is suitable for those who wish to gain a recognised qualification and/or progress in the workplace.



NVQ Level 3 Diploma in Specialist Support for Teaching and Learning in Schools

This course is designed for support staff whose role requires competence across a range of responsibilities. The frameworks provide training for the roles of teaching, classroom and learning support assistant, special needs assistant and behaviour support assistant/coordinator.

NVQ Certificate in Information, Advice and Guidance Level 3

This course is designed to increase your awareness, skills and knowledge within an Advice and Guidance role. You must be employed or a volunteer working in an Advice and Guidance role. You will be assessed in the workplace using a range of methods, whilst building an ePortfolio of evidence.

NVQ Diploma in Information, Advice and Guidance Level 4

This course is for learners who undertake activities at Level 4 working directly with clients, disseminating information, advice and guidance and formal advocacy. Learners will be experienced in their job role. In order to achieve this qualification you will produce an ePortfolio of evidence which will include personal statements, case histories, assessor observation, written and oral answers and witness testimony.

Certificate in Assessing Vocational Achievement

This qualification is intended for those who assess occupational competencies, vocational skills and knowledge in an individual's work environment.

English Courses

Reading, writing and communication skills are required for most jobs or courses. We offer a range of flexible English courses to enhance your skills.

Practical English

An informative programme to improve English skills that are used in everyday situations.

English Stepping Stones at all levels

This course will develop skills in spelling, grammar, punctuation, reading, writing, speaking, listening, and presentation skills.

This course will help break English down into small steps to help rebuild confidence and understanding of the subject. On successful completion of each unit you will receive a qualification and can progress to Functional Skills English.

Functional English (Entry Level)*

This course will develop the practical skills in English to help get the most from life, learning and work, ensuring that learners have good communication skills in reading, writing, speaking and listening. Entry Level Functional Skills qualifications are designed to focus on problem solving and using these skills effectively in real situations.

Functional English Level 1 & Level 2*

Learners will develop the practical skills in English to help get the most from life, learning and work, ensuring that learners have good communication skills in reading, writing, speaking and listening. Working on Functional Skills helps to develop and secure the broader range of aptitudes and behaviours that will enable learners to make a positive contribution to the communities in which they live and work.



Maths Courses

Maths skills are needed to apply for most jobs or to study. We offer a range of flexible Maths classes.

Practical Arithmetic

An informative programme to improve Maths skills that are used in everyday situations.

Money Management

This course gives you practical guidance on compiling a budget and using it to make good decisions about your spending.

Maths Stepping Stones at all levels

Course includes sessions on numbers, decimals, percentages, fractions, ratio, data handling, probability and measure. This course will help break maths down into small steps to help rebuild confidence and understanding within maths. On successful completion of the course you will receive a qualification and can progress to functional skills Maths.

Functional Maths (Entry Level)*

Functional Maths aims to promote the mathematical thinking, problem solving and transferrable skills that are useful in everyday life and work. Entry Level Functional Skills qualifications are designed to focus on problem solving and using these skills effectively in real situations.

Functional Maths Level 1 & Level 2*

The key areas will focus on representing, analysing and interpreting mathematical information and will support learners to progress in learning, life and employment. On completion of the Level 2 you can move on to GCSE Maths.

Step into GCSE Maths/GCSE Maths*-Achieve a Higher Grade

This course will help you improve and develop a sound technique in a number of areas of Maths to achieve a GCSE at foundation level grade 4/5. You will cover number, algebra, geometry & data handling from the GCSE syllabus. You should already have a GCSE grade below grade 5 or be competent at level 2 functional skills to attend this course.



ESOL Courses

ESOL Skills for Life courses are for anyone in the UK whose first language is not English. There are 6 levels available: Introduction (pre-entry), Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

You will complete an assessment and have time to speak with a tutor to make sure you enrol on the level which best suits your needs. ESOL Skills for Life courses cover 3 subjects; These are Speaking and Listening, Reading and Writing.

Introduction to ESOL

This course is for adults whose first language is not English, who have no English skills. It focuses on vocabulary for everyday situations, common phrases and topics like shopping, the home, money, time, travel and school.

Award in ESOL (Speaking and Listening) Entry Level*

ESOL Skills for Life is for anyone living in the UK whose first language is not English. There are varied levels available, to meet the needs of people whose English is at different levels.

Award in ESOL (Reading) Entry Level*

ESOL Skills for Life is for anyone living in the UK whose first language is not English. There are varied levels available, to meet the needs of people whose English is at different levels.

ESOL (Writing) Entry Level*

These courses are designed for adults who live and work or study in the United Kingdom. They are aimed at candidates who have little literacy knowledge or experience of English.

Award in ESOL (Speaking & Listening) Level 1 & Level 2*

ESOL Skills for Life is for anyone living in the UK whose first language is not English. There are varied levels available, to meet the needs of people whose English is at different levels.

Award in ESOL (Reading) Level 1 & Level 2*

ESOL Skills for Life is for anyone living in the UK whose first language is not English. There are varied levels available, to meet the needs of people whose English is at different levels.

Award in ESOL (Writing) Level 1 & Level 2*

ESOL Skills for Life is for anyone living in the UK whose first language is not English. There are varied levels available, to meet the needs of people whose English is at different levels.

Maths for ESOL Learners

This course is for ESOL learners. It aims to raise awareness of the challenges and differences that learners might meet whilst developing numeracy skills. It will support learners in their study of mathematics, whilst improving their English skills.

History for ESOL

This course is ideal for ESOL learners who want to learn more about British history, culture, political establishment and British Values. It will help you prepare for the "Life in Britain" nationality test and improve your overall English knowledge. You will need to be working at ESOL entry 2 or higher in Reading, Writing and Speaking and Listening to enrol on this course.



Family Learning Courses

Family Learning and Supporting Your Child's Development.

Our courses help parents, grandparents, guardians and carers feel more confident about supporting their children. They offer the opportunity to share, enjoy and learn with your children. The courses available include English, English for Speakers of other languages (ESOL), Maths, Craft Skills, Creative Writing, Family First Aid, Keeping up with the Children and Story Sacks.

We run a range of Family Learning seasonal workshops throughout the year, including workshops around Diwali, Halloween, Christmas, Chinese New Year and Easter.

Contact us for more information about our Family Learning offer.

Childhood is such an important time to nurture a child's skills and help them develop into healthy, happy adults, and it's a precious time for parents, carers and guardians. Our courses are designed to help you enjoy this special time and help your child learn to:

- Develop their knowledge and skills through different activities
- Enjoy learning
- Learn social skills
- Explore their imagination and creativity

Making Games for Learning and Revision

Make Revision Fun

Learn how to make learning skills like Maths and English fun and how to use games and activities with your children to help them practise their skills or revise for SATs.

Enterprise

We offer a range of short courses to develop your skills for working in a retail environment, including:

- Understanding Bookkeeping Documents and VAT
- Digital and Verbal Presentation Skills
- Teamwork, Communication Skills and Problem Solving

We also offer courses to develop your marketing and business understanding, including:

- Planning Fundraising Events
- Internet Finance

Distance Learning Courses

After an initial taught session, these courses will be delivered through flexible, distance learning with tutor support.

Level 2 Certificate in Dignity and Safeguarding in Adult Social Care

This programme strives to equip learners with an in-depth understanding of how to understand dignity and safeguarding in adult social care. This is the ideal programme for individuals who work or are intending to work with vulnerable adults in the health and social care sectors, in a range of settings, such as hospitals, hospices, domiciliary care, or nursing homes.

Level 2 Certificate in Principles of Working with Individuals with Learning Difficulties

This is a level 2 qualification suitable for learners working with, or intending to work with, individuals with learning disabilities. This can be in a variety of areas, including a range of community settings, domiciliary care, schools, day provision, care or nursing homes, hospitals, hospices, or other settings in which people are being cared for.

Level 2 Certificate in Common Health Conditions

Healthcare workers need to have a good understanding of a wide range of illnesses and health conditions. Each individual they support will be different and each will have their own set of health issues and concerns.

Level 2 Certificate in Understanding Nutrition and Health

This qualification is ideal for learners who are interested in improving their understanding of nutrition and healthy eating. You must successfully complete all five mandatory units to be awarded the NCFE level 2 Certificate in Nutrition and Health.

Level 2 Certificate in Understanding Autism

This course is ideal for learners who want to develop awareness and understanding of autism and know how to support individuals with the condition. This qualification is ideal for learners who support individuals with autism in a variety of settings, including health, social care, entertainment, leisure, nursing, education, training and the public sector.

Level 2 Certificate in Equality and Diversity

The aim of this qualification is to give learners an introduction to the issues around stereotyping, prejudice and discrimination to identify the basic rights that all people should enjoy and the shared values people have, and to examine the responsibility each person and organisation has in ensuring that barriers to participation in society are removed.

Level 2 Certificate in the Principles of Dementia Care

This course is ideal for care workers and any other health professional, this course will provide the essential knowledge needed to offer the very best professional approach to caring for people with dementia.

Level 2 Certificate in the Awareness of Mental Health Problems

This distance learning programme has been written for everyone who is involved in the care sector and aims to give all staff, supervisors and managers the essential knowledge needed to offer the very best professional approach to understanding working in mental health.

Level 2 Certificate in Information, Advice or Guidance

This qualification aims to develop the learner's knowledge and understanding of the key principles of information, advice or guidance and applying these within their own context. The objectives of this qualification are to prepare learners for further training and to support a role where learners may give initial information, advice or guidance to others.

Distance Learning Courses

After an initial taught session, this course will be delivered through flexible, distance learning with tutor support.

Level 2 Certificate in Principles of Customer Service

This course will help you to develop your customer service knowledge, enhance day to day interactions with customers and boost your CV. You will learn about the delivery of excellent customer service, improve your communication skills and develop the knowledge and principles that underpin good customer care. The skills you gain will be transferable and applicable in a range of industries and sectors.

Level 2 Certificate in the Principles of End of Life Care

This course is aimed at those whose careers involve caring for people at the end of their life. It is suitable for people working in a variety of settings, including hospitals, hospices, day provision, care or nursing homes and domiciliary care. It is also suitable for people who are already working in other care settings and are considering working in end of life care. The course is divided into five units, each covering a different aspect of caring for those at the end of their lives.

Level 2 Certificate in Counselling Skills

This course is for anyone interested in developing listening skills, gaining an understanding of the counselling process and developing personal insights and self-awareness.

Level 2 Certificate in Preparing to Work in Adult Social Care

Our Certificate in Preparing to Work in Adult Social Care course has been designed and created to provide students with a more in-depth knowledge of this subject area. This course is ideal for individuals who are looking to work in a care setting or are new to this area of work. The learning materials aim to provide students with all the necessary understanding needed to provide a high standard of care.

Level 2 Certificate in Understanding Children and Young People's Mental Health

This course is designed to help the learner understand Children and Young People's Mental Health in context whilst looking at the factors that may affect their mental health. It is particularly useful for those who are working or planning to work with children or young people and require an understanding of mental health.

Level 2 Certificate in Understanding Behaviour that Challenges

This course is designed to help the learner understand the various types of behaviour that are perceived as challenging as well as coping strategies for all concerned.

Level 2 Certificate in Principles of Business Administration

This programme is ideal for those wishing to pursue a career in business administration or to gain more knowledge about administrative responsibilities and services in existing job roles.

Level 2 Certificate in Principles of Care Planning

This course is designed to equip the learner with how best to support the individuals who require a care plan. It aims to assist the learner in being able to design the care plan with regards to the specific care and nutritional needs of the individuals.

Access to Higher Learning Courses

Our Level 2 qualifications are ideal for learners who need to be eased gently back into education and are not yet ready for the Level 3 course, or those who are interested in an Access to HE subject but are unsure of what is involved.

Pre-access Courses

These pre-access courses are designed so you can brush up on your subject skills in readiness for starting higher level courses. These courses offer a nationally recognised Level 2 qualification. Choose from a range of subjects to suit your higher learning goals, including:

- Level 2 Award in Business and Law
- Level 2 Award in Health Professions
- Level 2 Award in Humanities
- Level 2 Award in Social Care
- Level 2 Certificate in Business and Law
- Level 2 Certificate in Health Professions
- Level 2 Certificate in Social Care
- Level 2 Certificate in Social Science

We also offer a wide range of Level 2 Distance Learning courses. See pages 20 & 21 for more details.

To develop your general skills in English (16), Maths (17) and ICT (11) take a look at our short Bite Size courses to brush up on specific topics to suit your needs.

Access to GCSE English

An overview of what's involved in an English GCSE programme. This course offers excellent preparation for the full GCSE English programme.

Access to GCSE Maths

This short, non accredited course is designed to help you prepare to apply for a GCSE course if you have not studied Maths for some time but feel generally confident about your Maths skills. The course will provide an introduction to the GCSE syllabus and an opportunity to brush up on your numeracy skills.

Health & Social Care Courses

Do you want to gain new skills or develop your existing workplace skills?

Level 1 Health and Social Care

This qualification will develop the knowledge and awareness of the types of provision in the Health, Social Care and Children and Young People's sectors. It includes the roles played by workers, from principles and values through to health and safety and working with others. On completion learners will receive a Level 1 Certificate in Health and Social Care.

Level 2 Health and Social Care

This qualification develops the knowledge and skills needed when working with adults in health and social care environments. It covers a wide range of areas including supporting individuals with their physical and emotional care, daily living needs and health care procedures.

During this course you will study the following units:

- Understanding the range of service provision and roles within health and social care
- Understand the principles and values in health and social care
- Awareness of protection and safeguarding
- Introduction to communication in health and social care
- Problem Solving
- Time management skills
- Working in a team

Level 3 Health and Social Care

The NVQ Level 3 is the equivalent of an A Level qualification, and is designed for those who already work in the care sector with a small amount of responsibility, sometimes working without supervision. The programme is recognised internationally and sets the standard for those working in health and social care. Learners can also apply for the 19+ Advanced Learning Loan.

Upon completion of this qualification, students are awarded a Level 3 Award in Health and Social Care. This qualification is suitable for a range of different career paths in settings such as:

- Residential care homes
- Nursing homes
- Day centres
- Health centres
- Supported accommodation
- Respite care

Level 2 Health and Social Care Technical Certificate

The Level 2 Technical Award in Health and Social Care will enable learners to develop knowledge, understanding and skills in relation the health and social care sector. The qualification will cover:

- An introduction to the health and social care sector
- Professional practice and the health and social care practitioner
- Human growth and development through the life stages.

To enquire about enrolment call 01429 868616 or visit www.hartlepool.gov.uk/learningandskills

Wellbeing

Accredited courses to demonstrate your skills in the workplace or in other practical situations.

Level 2 Award in Helping Skills

This qualification is designed for anyone who uses, or would like to use helping skills either at work or in a personal capacity. You may then wish to progress towards further qualifications - such as health and social care, children's care, learning and development, voluntary and community work.

Infant/Baby First Aid Essentials

Nobody likes to think of their child being in an emergency situation, but learning first aid will give you the confidence to be able to help should you need to. This course has been designed with parents in mind, to guide you through exactly what you need to know. It covers a range of childhood emergency situations.

Making Positive Differences

This course offers you the chance to discover your abilities and potential. Learn about self-awareness, increasing confidence and self esteem; make small changes that could have huge benefits in your everyday life.

Family First Aid

You never know when something could happen to someone in your family, so learning now will prepare you to deal with an emergency situation should it arise.

First Aid Essentials

The purpose of this course is to give you a practical guide on how to handle an incident that may require first aid. The course is not intended to teach you how to be a first aider, but it is designed to give you the confidence to know what to do when someone urgently needs your help.

Understand Children and Young People's Well Being

The purpose of this course is designed to give you the knowledge of how to support children and young people's well-being. Learning about mental wellbeing in children and young people is essential to anyone who is a parent, family member or works with children.

Painting Skills

Painting is a useful skill you can use to create pieces of art for yourself, to give as gifts or to sell. Learn colour theory and compositional skills which you can apply to any design task at home, in work or for study. Learn to use a range of painting media, including watercolours, acrylics, gouache and water-mixable oils for subjects of your choice such as buildings, portraits, animals, vehicles or landscapes. Painting is also a relaxing hobby and can help maintain good mental health.

Drawing Skills

Drawing is a useful skill to sketch ideas/plans quickly and create bespoke visuals for documents yourself. Digital art mediums and courses still benefit from the ability to hand draw designs. Drawing is also a relaxing hobby and can help maintain good mental health. Learn to use a range of drawing media, including sketching pencil, charcoal, soft pastels and oil pastels for subjects of your choice such as buildings, portraits, animals, vehicles or landscapes.

Volunteering

Courses to enhance your skills and prepare you for volunteering.

Adult Education is wholly committed to supporting learners to enhance their personal, social and employability skills and offers the following courses to enable learners to take full advantage of high quality volunteering opportunities.

Volunteering in your Community Level 1 Certificate

Learners on this course will achieve a NCFE Level 1 Certificate in Volunteering. The qualification consists of 2 separate units – Unit 1 Explore volunteering and the ways to become a volunteer and Unit 2 Personal standards and requirements for working in a volunteering role.

Volunteering in your Community Level 2 Certificate

This qualification aims to provide learners with skills in volunteering that will be useful in any sector.

The qualification consist of three units:

- Unit 1 Volunteering and voluntary organisations
- Unit 2 Working as a volunteer within a chosen organisation
- Unit 3 Finding out about volunteering and becoming a volunteer

Learners will achieve a NCFE L2 Certificate in Volunteering.

Introduction to Volunteering

This is a four week non accredited course to help you explore volunteering opportunities and what volunteering entails.

**For further information visit
www.volunteerhartlepool.org.uk
Tel: 01429 857080**



Waverley (Big Lottery Funded Project)

In June 2015, the Council secured £400,000 of Big Lottery Reaching Communities Funding to support the development of the Promoting Change, Transforming Lives Project.

The project is based at Waverley Terrace Allotment and provides unemployed adults with access to personal, social and employability initiatives to help individuals with lifeskills, raise their aspirations and prevent social isolation.

The project will provide work experience and placements and high quality training for individuals to develop relevant employability skills to assist them to progress into sustained employment. The site will be used as a pathway for individuals to build their confidence and when they are ready for progressing into mainstream employment, they will be supported by Employment Link Workers who will help individuals to identify their chosen career options and link them to local employers.

Tees Valley Routes to Work

Tees Valley Routes to Work is a pilot project funded via Department for Work and Pensions (DWP) and Tees Valley Combined Authority (TVCA).

Over the age of 30?

Long term unemployed or with barriers to Employment? Looking to find a job?

If you're over the age of 30 and your personal circumstances make it difficult to find a job then Routes to Work can help. We can provide a range of support depending on your individual needs. We can assist you to overcome any barriers and support you back into, or nearer to the workplace.

We know that looking for a job can be difficult, that's why we provide access to one to one tailored support from your dedicated key worker. Your key worker will work with you to put together a plan, get you the right skills and training and offer support in finding the right job for you.

By participating in Routes to Work project you will have access to our job club where you will be able to carry out your job search in a supportive and friendly environment.

To find out if Routes to Work can help you please contact 01429 284482 or email routestowork@hartlepool.gov.uk



Philip was new to the area and required specialised support to find a job. He completed a 'Routeway' into employment, from doing this he has secured employment with Hartlepool Borough Council.

Youth Employment Initiative

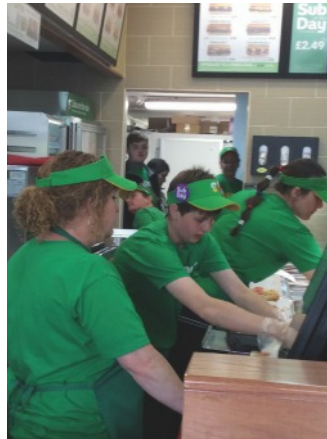
Tees Valley Pathways & Routeways

Our Offer to Employers

The Tees Valley Pathways & Routeways Programmes will support young people aged 15 to 29 years old across the Tees Valley who are unemployed and/or not in education, employment or training through:

- A range of innovative and interesting activities and courses
- Programmes using sport, culture and creative arts
- Activities to improve confidence and build employability skills
- A dedicated advisor who will provide you with 1:1 help
- Support to pay for items such as travel expenses
- Routeways with employers into growth sectors

If you would like to be involved,
phone 01429 857080 or
email YEI@hartlepool.gov.uk



Pictured working in the Billingham Subway Store.

Hartlepool Adult Education aims to promote personal and professional growth by providing bespoke, high-quality learning and educational opportunities that respond to the whole community and meet the demands of employers. We act as a one-stop-shop for employers, coordinating all of your training needs.

We work closely with key partners, such as Jobcentre Plus and National Careers Service, to ensure that employers receive a holistic support package that can include advice on:

- Workforce Development for all Employees within a Company
- Recruitment of Staff
- Work Trials, Work Experience, Volunteering and Internships
- Development of Pre-Employability Programmes
- Apprenticeship Opportunities
- In-Work Support for New Employees
- Impartial Careers Education, Information, Advice & Guidance
- Development of Tailored Learning Programmes



The Youth Employment Initiative is part funded by the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England



Steps to starting your ideal course. You can apply NOW:

Phone on 01429 868616

In person at Adult Education Office, Victoria Buildings, 6-8 Tower Street, Hartlepool, TS24 7HD. Monday to Thursday 08.45 to 17.00 or Friday 08.45 to 16.00

Courses start throughout the year. If you can't find what you are looking for in this brochure, please contact us

Enrol Now!

Providing access to a range of services

Adult Education has a dedicated careers service that ensures all learners have access to impartial Information, Advice and Guidance (IAG)

Prior to enrolling you will receive CEIAG or IAG from one of our specialist advisors. This will help you choose the right course to meet your aspirations and support you to complete an individual career plan.

Some courses (marked with *) require a skills check prior to enrolment.

Adult Education, Victoria Buildings, 6-8 Tower Street, Hartlepool, TS24 7HD

 **01429 868616**  **www.hartlepool.gov.uk/learningandskills**

 **Hartlepool Learning & Skills Service**

All data will be processed in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018. It will only be shared with our relevant funding providers for statistical and research purposes.



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**Education & Skills
Funding Agency**



TEES VALLEY MAYOR