

Hartlepool Learning and Skills Service Courses to Support the Voluntary & Community Sector

Please call 01429 868616 for details on courses or email adult.education@hartlepool.gov.uk.

Capacity Building

Volunteering courses – Register with Volunteer Hartlepool to hear more about these Courses

Introduction to Volunteering
Level 1 Award in Volunteering

Fundraising Assistance

Short (4-8-week) Non-Accredited Courses

Planning Fundraising Events
Social Media and Internet Safety
Word-processing for Articles and Posters
Photoshop for Beginners
Improve your Photoshop Skills
Digital Skills for Work
Improve your Digital Skills
Digital Presentation Skills
Beginners Photo Editing
Communicating using Apps
Personal Development

Teamwork, Communication Skills and Problem Solving
Mindfulness and Creative Thinking Skills
Mindful Crafts
Christmas Crafts
Spring Crafts
Summer Crafts
Restyle, Revamp, Recycle
Using Spreadsheets
Updating Your Spreadsheet Skills
Guide to Computerised Bookkeeping Introduction
Money Saving Management

Accredited Courses:

1 Day Course:

Award in Food Safety in Catering Level 2

Level 2 accredited NCFE Certificate Distance Learning Courses (up to 16 weeks)

Principles of Customer Service
Principles of Business Administration
Equality and Diversity
Understanding Retail Operations

Provision of Training and Workforce Development

Knowledge and Awareness:

5-week Non-Accredited Courses

Child Development Theories
Understanding Child Behaviours
Understanding Health Conditions

Level 2 accredited NCFE Certificate Distance Learning Courses (up to 16 weeks)

NCFE Certificate in Awareness of Mental Health Problems
NCFE CACHE Understanding Children & Young Peoples Mental Health L2
NCFE Certificate in Principles of Working with Individuals with Learning Disabilities
NCFE Certificate in Understanding Behaviour that Challenges
NCFE Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care

Management and Technical Skills:

L3 Diploma in Management
L5 Diploma in Management and Leadership
L2 Diploma in Business Administration
L3 Diploma in Business Administration
L2 Diploma in Customer Service
L3 Diploma in Customer Service
AAT Level 2 Foundation Certificate in Bookkeeping
AAT L1/L2 Award in Bookkeeping and Software
Access Award in accounting Software L1
Foundation Award in Accounting Software L2
Access Award in Bookkeeping L1

Governance Support

2-hour Non-Accredited Courses

Roles and Responsibilities of a Committee
Minute Taking Skills

Hartlepool Learning and Skills Service can also work with your organisation to develop bespoke training programmes to meet the needs of your staff and volunteers. **Please contact Hartlepool Learning and Skills Service for more information on 01429 868616 or adult.education@hartlepool.gov.uk.**

All our learners also have access to a trained, impartial Careers, Education, Information, Advice and Guidance (CEIAG) Team which will assist you when enrolling on your course and support you throughout your learning experience, so you can plan your steps to fulfil your potential and reach your aspirational career goals. **You can contact our Careers Hotline on 01429 401831, Monday to Friday 10am - 4pm or make a referral online through www.hartlepool.gov.uk/careersservice.**