





**Hartlepool Borough Council****Learning & Skills Service - Business Core Offer****Welcome**

Hartlepool Borough Council's Learning & Skills Service provides a wide range of high quality provision to support unemployed and employed residents to learn new skills, improve their careers prospects, progress in work, progress into further and/or higher education and volunteering or employment.

The service is extremely proud to work with many partner organisations and businesses across the local area and we continue to deliver tailored provision to meet business needs.



TEES VALLEY MAYOR



If you would like further information then please do not hesitate to contact our dedicated team on 01429-868616 or visit [www.hartlepool.gov.uk/learningandskills](http://www.hartlepool.gov.uk/learningandskills)

Through consulting and working closely with employers we have created a core offer for the business community and your organisation can receive an holistic support package which includes:

- The completion of a Training Needs Analysis to identify Workforce Development needs within your company.
- Delivery of tailored learning programmes for your employees to support succession planning
- Advice and guidance on recruiting apprentices through the new Apprenticeship Levy and Digital Apprenticeship Service
- Information on current grant and loan opportunities available for eligible organisations
- Support with recruiting new staff and developing volunteering placements, work trials, work experience and internship opportunities
- Development of sector-specific employability routeway programmes to ensure that individuals have the necessary skills to access vacancies within your organisation
- Referrals to specialist Business Advisers to help your company grow and prosper
- In-work support for new employees
- Access to impartial Careers Advisers for all employees who register onto a programme within the Learning & Skills Service
- For eligible organisations, there is a dedicated Voluntary and Community Sector (VCS) Project Team to provide with infrastructure support, such as capacity building

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**MAKE YOUR  
COMEBACK  
WITH US****ARE YOU LOOKING  
FOR EMPLOYMENT OR  
TO UPSKILL IN YOUR  
CAREER?****VISIT [WWW.HARTLEPOOL.GOV.UK/CAREERSERVICE](http://WWW.HARTLEPOOL.GOV.UK/CAREERSERVICE)  
OR CALL 01429 401831****HARTLEPOOL LEARNING  
& SKILLS SERVICE  
HARTLEPOOL  
BOROUGH COUNCIL****#MAKETHECOMEBACK**

A client was very complimentary of her careers advisor, she explained she was made to feel comfortable and at ease and was very down to earth. She added that being down to earth was a quality that is needed in this type of role. The client went on to say that after speaking to her advisers, she had a job interview the following day!

Within the follow up call she said: 'I wouldn't have even known about the job if I hadn't have called the careers line.'

Well done to everyone working for our Virtual Careers Service!

# Apprenticeships within Hartlepool Learning & Skills Service

Our Level 3 apprentices have maintained a high level of work and commitment to their apprenticeship programme during the lock down period, however they have now returned to the classroom and are following the strict guidance for social distancing. The 19/20 apprentices will be achieving their Apprenticeships in October and are working on their last assignment briefs.



## Incentive Payment for Hiring New Apprentices

From 1 September, employers large and small can apply for large cash incentives designed to create more high-quality apprenticeship opportunities.

As part of the Government's Plan for Jobs, employers are being offered £2,000 for each new apprentice aged under 25 they hire, and £1,500 for each new apprentice they hire aged 25 and over, up to the 31 January 2021. This includes taking on an apprentice who has been made redundant.

An advertisement for hiring apprentices. It features a young man with short blonde hair, wearing a blue button-down shirt, smiling at the camera. To his left is a graphic of interlocking gears with the text 'MAKE YOUR COMEBACK WITH US'. Below the man, the text reads 'THINKING OF EMPLOYING AN APPRENTICE?' followed by 'HELP TO ACCESS A GOVERNMENT GRANT OF £2000', 'VISIT WWW.HARTLEPOOL.GOV.UK/LEARNINGANDSKILLS', and 'OR CALL 01429 523029'. At the bottom left is the hashtag '#MAKETHECOMEBACK'. At the bottom right is the logo for 'HARTLEPOOL LEARNING &amp; SKILLS SERVICE HARTLEPOOL BOROUGH COUNCIL'.

The new cash incentives for employers are in addition to the existing £1,000 payment for new 16 - 18 year-old apprentices, and those aged under 25 with an education, health and care (EHC) plan.

Please contact the Apprenticeship manager for further information:  
Kristie Burt 01429 523029  
<https://help.apprenticeships.education.gov.uk/hc/en-gb/sections/360003793119-Coronavirus>



# Volunteer Hartlepool

Volunteer Hartlepool are able to reach people who do not traditionally engage in learning and promote training opportunities that are essential to build on the skillset of VCS organisations to operate effectively among disadvantaged and isolated communities. Volunteer Hartlepool Learning and Skills Service deliver two Induction to Volunteering training dates a month. The training course runs one 2-hour session a week for 4 consecutive weeks and are held at our Waverley Community Garden Project.

Waverley currently has over 40 volunteers on site, each with their own personal journey, overcoming barriers to integrate into society and move closer towards paid employment.

Measures to control the spread of COVID-19 aren't impacting on Waverley Community Garden's access to locally grown food, but we are changing some of the ways local residents get that access with new safety precautions and protocols in place. August saw Waverley Community Garden flourish and after distributing fresh vegetables to local groups and charities, we still had an excess amount of product and wanted to expand that support to local residents.

In total, 24 residents took advantage of the offer and each received a vegetable box of their own choice of potatoes, tomatoes, beetroot, onions, broad-beans, garlic, pea-pods, leeks and radishes. A group of valued volunteers supported this vital activity by digging up the requested fresh vegetables and sorting into personalised packages to be delivered to the door which was undertaken within the hour.

If you have a couple of hours to spare and would like to get involved with Waverley Community Garden, please register your interest at [www.volunteerhartlepool.org.uk](http://www.volunteerhartlepool.org.uk) or contact [Tracey.Wilson@hartlepool.gov.uk](mailto:Tracey.Wilson@hartlepool.gov.uk)



# NVQs with the Learning & Skills Service

## **NCFE CACHE Level 2 Diploma in Care**

This qualification will support learners to develop the knowledge and skills required to work in a range of clinical healthcare support settings and in adult care environments.

It covers a wide range of areas including dementia awareness, mental health and well-being, supporting individuals with their physical and emotional care, daily living needs and healthcare procedures.

## **NCFE CACHE Level 3 Diploma in Adult Social Care**

This qualification develops the knowledge and skills needed when working in a lead adult care worker role in care settings. It covers a wide range of areas including supporting individuals with their physical and emotional care, daily living needs and health and social care procedures. This qualification also aligns to the Apprenticeship Standard for Lead Adult Care Worker.

## **OCR Level 3 Certificate in Advice and Guidance**

This qualification recognises the skills and competence's of candidates in the workplace. The qualification is for practitioners who work directly with clients, disseminating information, advice and some level of guidance.

## **OCR Level 4 Diploma in Advice and Guidance**

This qualification recognises the skills and competence's of candidates in the workplace. The qualification is for experienced practitioners who work directly with clients, disseminating information, advice, guidance and formal advocacy. Candidates might also have some managerial or training responsibilities. Candidates at this level are expected to have a more dynamic relationship with other organisations.

## **OCR Level 4 Diploma in Career Information and Advice and Level 6 Diploma in Career Guidance and Development**

This qualification is for those working in the career development sector. The qualification will provide accredited professional development opportunities and encourage progression in the sector. The qualification will observe information and advice sessions to support future prospect decisions.

## **NCFE CACHE Level 2 Certificate in Supporting Teaching and Learning**

The Level 2 Certificate in Supporting Teaching and Learning has been designed to provide learners with an understanding of the knowledge and skills needed when working directly with children and young people in school or college environments. It covers a wide range of areas including children and young people's development, supporting children and young people's positive behaviour and communication and professional relationships.

# NVQs with the Learning & Skills Service

## **NCFE CACHE Level 3 Diploma in Specialist Support for Teaching and Learning in Schools**

This qualification provides an in-depth understanding of the knowledge and skills required when working directly with children or young people in primary, secondary or special schools. It covers all aspects of Specialist Support including planning, delivering and reviewing assessment strategies to support learning alongside the teacher, bilingual and special needs support and personal development and reflective practice.

## **NCFE CACHE Level 3 Residential Childcare**

This qualification will develop the knowledge and skills needed when working with children and young people in a residential childcare setting, including an understanding of child and young person development. The qualification enables the learner to gain essential skills and knowledge to support children and young people in residential childcare settings, including: well-being and resilience, positive relationships and attachments, health and safety, sexual exploitation, communication, positive behaviour and positive outcomes.

## **NCFE Level 3 Diploma in Management**

This qualification aims to provide learners with the knowledge and skills they need to operate as a successful manager. It will also allow learners to develop skills, such as communication, presentation skills and project management, in a range of areas relevant to managerial roles.

## **NCFE Level 5 Diploma in Management and Leadership**

This qualification is suitable for learners aged 18 and above. It is a cross-sector qualification, which means that this NVQ will be taken by people working in a management and leadership role, and those with personal responsibility and autonomy in their roles across a wide variety of areas.

## **NCFE Level 2, 3 and 4 Business Administration**

These qualifications aim to provide learners with the knowledge and skills they need to operate as a successful business administrator. It also allows learners to develop skills in a range of areas relevant to business administration roles. Level 2 will suit you if you are working in or want to work in a business support role. Level 3 is ideal if you're fairly new to administration or have worked in an administrative role for some time. Finally Level 4, if you'd like to prepare to move into a leadership role by learning how to effectively supervise others and contribute to wider departmental or organisational change.

## **NCFE Level 3 Certificate in Assessing Vocational Achievement**

This qualification is for learners aged 19 and above. The qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment).

# Training Courses

## Let Your Story Be Told

We are living through a remarkable point in history.

What we did, how we felt and everything we learned during the COVID-19 lockdown are the stories we will share with our children, and that they will share with their children.

### Let Your Story Be Told

This short course teaches you how to structure a story and explores different ways to present your story, such as writing a blog, making a photo collage, drawing a comic strip or filling a scrapbook.

### Family Learning: Tell Your Story

This workshop is for parents, guardians and carers of children up to the age of 17 to work together to represent your story as a family.

There are 2 dates and venues available:

For more details please call 01429 868616.

### ECDL Level 1/2 IT User Skills Course

Venue: Victoria Buildings, Tower Street

Time: 6pm – 9pm

Start Date: 06/10/20

End Date: 13/07/21

*To see our wide range of Online Courses and Adult Skills provision visit:  
<https://learningandskillsportal.hartlepool.gov.uk/page/findcourse>*



# Routes to Work Programme

Like many organisations, Routes to Work has had to make adjustments to their working procedures in order to comply with COVID-19 requirements and ensure the health and safety of both staff and customers.

Usually our job club is full, with each computer utilised to search for a job or training. We now limit capacity to three customers at a time so that they can all adhere to social distancing.

The job club provision includes preparing customers for employment which can range from improving their CV and assisting with application forms to completing a mock interview. We complete a gap analysis with each customer and put together an action plan, detailing the next steps they need to take to allow them to become more employable.

If you are 30 or over, long term unemployed or have significant barriers which are preventing you from gaining employment then Routes to Work may be able to help you.

For more information please phone 01429 284482 or email [routestowork@hartlepool.gov.uk](mailto:routestowork@hartlepool.gov.uk)





# Steps to starting your ideal course

You can apply NOW!

**Look out for our Open Days throughout the year.**

Visit Us: Hartlepool Learning & Skills Service 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

Tel: 01429 868616

Web: [www.hartlepool.gov.uk/learningandskills](http://www.hartlepool.gov.uk/learningandskills)

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.

## Term Dates

Term 1 - 3rd August 2020 - 11th December 2020

Term 2 - 4th January 2021 - 26th March 2021

Term 3 - 12th April 2021 - 16th July 2021



[www.hartlepool.gov.uk/learningandskills](http://www.hartlepool.gov.uk/learningandskills)



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