



Adult Learning Courses

from April to July 2020

**EMPLOYMENT
AND SKILLS** 



North Tyneside Council

Introduction



Welcome to our adult learning prospectus for summer term 2020.

Learning at any time of life has never been easier. This prospectus offers a range of daytime and evening courses taught by experienced teachers in convenient locations.

The prospectus includes a wide range of courses with opportunities to improve your existing skills, enhance job prospects or simply try out something new.

North Tyneside Council's Adult Learning Service has recently received a glowing report from Ofsted for the outstanding support it has provided to adult learners.

Elected Mayor Norma Redfearn CBE said: "This is a great time for residents to study in North Tyneside and reach their full potential. I would urge you to take advantage of courses like these, where you're sure to pick up plenty of new skills and meet lots of new people."

All of the courses on offer have been designed to offer great value for money. Many learners will find that they will be able to study for free, or at a reduced price.


For further information, or to enrol on a course.


It's as easy as ...

1. Choose a course from our wide range of subjects in the table in the centre pages
2. Find out how much it will cost (details are available in the table)
3. Call **0191 643 2288** or request a call back www.skillsnorthtyneside.org.uk/contact

Visit our website www.skillsnorthtyneside.org.uk

Or check out our social media:

 **@NTAdultLearning**

 **NTAdultLearning**



English and maths



There are a wide range of English and maths courses available across North Tyneside at all levels up to Functional Skills level 2. The majority of these courses are free.

Classes are delivered in small friendly groups and you will be fully supported to achieve your best and progress onto other courses if appropriate. You can start a Functional Skills course at any time in the year. GCSE English and maths courses begin in September, but you can prepare for these in advance by enrolling onto a Functional Skills programme in the summer.

Courses run on various days and times to fit in with your life and work. All courses give you the opportunity to gain a qualification.

Functional Skills English and maths

- Daytimes and evenings throughout the week
- Convenient locations
- Small class sizes

Study English and maths at a level to suit you and gain a nationally recognised qualification. You will be fully supported to do your best.

GCSE English and maths

- 30 sessions
- Evening sessions
- Small class sizes

These courses cover all essential topics for you to gain a GCSE qualification.

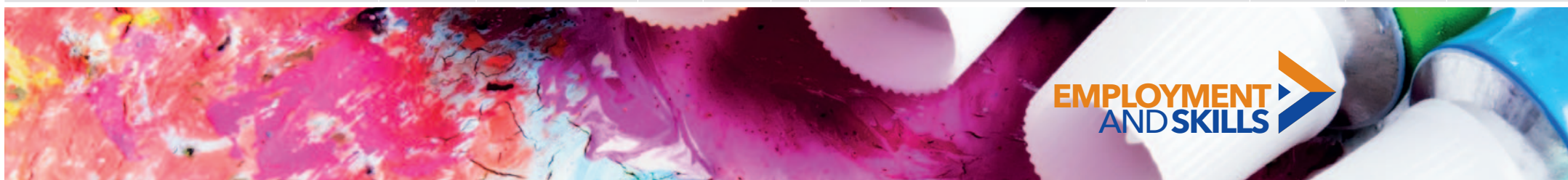
Digital skills

Are you still baffled by computers, see e-mails as an enigma and get muddled by a mouse? Why not try our computers introduction course which is suitable for complete beginners. It covers all the basics, like how to switch on the machine, how to use a mouse and the main features of the keyboard.

The course will then introduce you to simple word processing using Microsoft Word, searching the internet and the basics of email. You will gain a wide range of practical ICT skills for use in everyday life. This qualification is also suitable for those preparing to progress to a higher level.

Our digital courses can also support the unemployed or those wishing to develop their skills to further or change their career. IT sessions are designed to cover a range of levels, they will support anyone who requires basic computer skills supporting them back into work. These practical skills can also be used in the modern working environment to progress your career.

Course title	Start date	Day	Start time	End time	Duration	Venue	Full fee	Discounted fee	Full concession	Code
Computing										
Computers Introduction	27/04/2020	Mon	09:00	12:00	10	Whitley Bay Customer First Centre	£60.00	£42.00	Free	WBL02390/1
Digital Skills For Universal Credit	10/06/2020	Wed, Thu, Fri	09:30	15:30	3	White Swan Centre	Free	Free	Free	WS26390/1
ICT Skills For Work & Business	20/04/2020	Mon, Tue	09:30	16:30	6	White Swan Centre	£200.00	£120.00	Free	WS47390/1
ICT Skills For Work & Business	08/06/2020	Mon, Tue	09:30	16:30	6	White Swan Centre	£200.00	£120.00	Free	WS51390/1
L1 Certificate in Digital Skills (Home Learning)	Induction	See distance learning			17	Home Learning (see distance learning)	Free	Free	Free	DL06391/1
Cookery & Catering										
Sugarcraft	27/04/2020	Mon	18:30	20:30	5	Norham Community Wing	£49.00	£49.00	Free	NO59390
Introduction to Baking	30/04/2020	Thu	13:00	15:00	10	Norham Community Wing	£76.00	£42.00	Free	NO12390/1
Food Safety for Catering	30/03/2020	Mon	09:00	18:00	1	North Shields YMCA	£95.00	£95.00	£95.00	WRC02290
Food Safety for Catering	27/04/2020	Mon	09:00	18:00	1	North Shields YMCA	£95.00	£95.00	£95.00	WRC03390
Food Safety for Catering	18/05/2020	Mon	09:00	18:00	1	North Shields YMCA	£95.00	£95.00	£95.00	WRC04390
Food Safety for Catering	01/06/2020	Mon	09:00	18:00	1	North Shields YMCA	£95.00	£95.00	£95.00	WRC01390
Food Safety for Catering	06/07/2020	Mon	09:00	18:00	1	North Shields YMCA	£95.00	£95.00	£95.00	WRC02390
Counselling										
Counselling Skills Taster	03/06/2020	Wed	13:00	16:00	1	Norham Community Wing	Free	Free	Free	NO54390
Counselling Skills Introduction	10/06/2020	Wed	13:00	15:00	4	Norham Community Wing	Free	Free	Free	NO55390
Creative Crafts, Art & Design										
Art - Acrylic And Oil Painting	22/04/2020	Wed	14:30	16:30	5	Churchill Pavilion	£38.00	£21.00	Free	CP66390
Art Appreciation	01/06/2020	Mon	14:00	16:00	5	Norham Community Wing	£49.00	£49.00	Free	NO24390
Art Drawing	23/04/2020	Thu	13:00	15:00	5	White Swan Centre	£38.00	£21.00	Free	WS85390
Creative Writing	23/04/2020	Thu	10:00	12:00	5	Norham Community Wing	£38.00	£21.00	Free	NO52390
Creative Writing	27/04/2020	Mon	13:00	15:00	5	North Shields Customer First Centre	£38.00	£21.00	Free	NSL02390
Digital Photography Beginners	21/04/2020	Tue	18:00	20:00	10	John Spence Community High School	£76.00	£42.00	Free	JS33390
Digital Photography Intermediate	23/04/2020	Thu	18:30	20:30	10	Norham Community Wing	£97.00	£97.00	Free	NO56390
Distance Learning for Employment										
Distance Learning Induction	27/04/2020	Mon	17:00	19:00	1	Segedunum Business Centre	Free	Free	Free	DL06391/1
Introducing Caring for Children & Young People	28/04/2020	Tue			14	Home Learning	Free	Free	Free	DL06391/3
Understanding Childrens Mental Health	28/04/2020	Tue			14	Home Learning	Free	Free	Free	DL06391/4
Understanding Common Childhood Illnesses	28/04/2020	Tue			14	Home Learning	Free	Free	Free	DL06391/5
Understanding Behaviour That Challenges	28/04/2020	Tue			14	Home Learning	Free	Free	Free	DL06391/2
Certificate in Awareness Of Mental Health Problems	28/04/2020	Tue			17	Home Learning	Free	Free	Free	DL06391/6
Certificate in Safeguarding And Prevent	28/04/2020	Tue			17	Home Learning	Free	Free	Free	DL06391/9
Certificate in Digital Skills	28/04/2020	Tue			17	Home Learning	Free	Free	Free	DL06391/11
Certificate in Customer Service	28/04/2020	Tue			20	Home Learning	Free	Free	Free	DL06391/13
Certificate in Business Administration	28/04/2020	Tue			20	Home Learning	Free	Free	Free	DL06391/10
Certificate in Team Leading	28/04/2020	Tue			20	Home Learning	Free	Free	Free	DL06391/12



Course title	Start date	Day	Start time	End time	Duration	Venue	Full fee	Discounted fee	Full concession	Code
Distance Learning for Employment										
Distance Learning Induction	16/06/2020	Tue	17:00	19:00	1	Norham Community Wing	Free	Free	Free	DL07391/1
Introducing Caring for Children & Young People (L2)	17/06/2020	Wed			14	Home Learning	Free	Free	Free	DL07391/3
Understanding Childrens Mental Health	17/06/2020	Wed			14	Home Learning	Free	Free	Free	DL07391/4
Understanding Common Childhood Illnesses	17/06/2020	Wed			14	Home Learning	Free	Free	Free	DL07391/5
Understanding Behaviour That Challenges	17/06/2020	Wed			14	Home Learning	Free	Free	Free	DL07391/2
Certificate in Awareness Of Mental Health Problems	17/06/2020	Wed			17	Home Learning	Free	Free	Free	DL07391/6
Certificate in Safeguarding And Prevent	17/06/2020	Wed			17	Home Learning	Free	Free	Free	DL07391/9
Certificate in Digital Skills	17/06/2020	Wed			17	Home Learning	Free	Free	Free	DL07391/11
Certificate in Customer Service	17/06/2020	Wed			20	Home Learning	Free	Free	Free	DL07391/13
Certificate in Business Administration	17/06/2020	Wed			20	Home Learning	Free	Free	Free	DL07391/10
Certificate in Team Leading	17/06/2020	Wed			20	Home Learning	Free	Free	Free	DL07391/12
Health, Wellbeing and Sport										
Dealing With Grief And Loss	02/06/2020	Tue	10:00	12:00	5	Norham Community Wing	Free	Free	Free	NO42390
Improving Your Listening And Helping Skills	22/04/2020	Wed	13:00	15:00	3	Segedunum Business Centre	£23.00	£13.00	Free	SEG61390
Mindfulness Taster	22/04/2020	Wed	13:30	16:30	1	Norham Community Wing	Free	Free	Free	NO50390
Mindfulness Introduction	29/04/2020	Wed	13:30	15:30	4	Norham Community Wing	£31.00	£17.00	Free	NO53390
Languages & Literature										
British Sign Language Introduction	21/04/2020	Tue	13:00	15:00	5	Segedunum Business Centre	Free	Free	Free	SEG31390
French Beginners	27/04/2020	Mon	10:00	12:00	5	Whitley Bay Customer First Centre	£38.00	£21.00	Free	WBL01390
French Improvers	27/04/2020	Mon	12:30	14:30	10	Whitley Bay Customer First Centre	£97.00	£97.00	Free	WBL12390
French Intermediate	22/04/2020	Wed	13:00	15:00	5	Churchill Pavilion	£49.00	£49.00	Free	CP67390
German Beginners	21/04/2020	Tue	13:00	15:00	5	Churchill Pavilion	£38.00	£21.00	Free	CP03390
German Intermediate	22/04/2020	Wed	09:30	11:30	5	Churchill Pavilion	£49.00	£49.00	Free	CP68390
Spanish Beginners	21/04/2020	Tue	14:30	16:30	5	Churchill Pavilion	£38.00	£21.00	Free	CP65390
Spanish Beginners	21/04/2020	Tue	18:30	20:30	5	John Spence Community High School	£38.00	£21.00	Free	JS43390
Spanish Improvers	23/04/2020	Thu	18:30	20:30	5	Norham Community Wing	£49.00	£49.00	Free	NO43390
Spanish Improvers	21/04/2020	Tue	09:45	11:45	5	Churchill Pavilion	£49.00	£49.00	Free	CP63390
Spanish Intermediate	21/04/2020	Tue	12:00	14:00	5	Churchill Pavilion	£49.00	£49.00	Free	CP64390
Teaching & Learning Support										
Early Years & Teaching Assistants Advice And Guidance	14/07/2020	Tue	10:00	12:00	1	Norham Community Wing	Free	Free	Free	NO40390
Early Years & Teaching Assistants Advice And Guidance	14/07/2020	Tue	16:30	18:30	1	Norham Community Wing	Free	Free	Free	NO41390
Teaching Assistant Specialist Diploma Level 3	29/04/2020	Wed	16:30	19:30	15	Norham Community Wing	£1,400.00	£1,400.00	£1,400.00	NO87392
Working with Children & Young People										
Childminding	21/04/2020	Tue	12:30	15:30	10	White Swan Centre	£100.00	£50.00	Free	WS21390





Distance Learning

Trying to study around work and family can be hard. Why not try one of our flexible distance learning courses? There are several free accredited distance learning courses which could suit your circumstances.

Whether you are looking to up-skill or expand your horizons, why not take a look at what we offer in the course listing section. Once enrolled you will be provided with a resource pack which will guide you through your studies. All assessments are completed online but you will have a dedicated tutor to support you through the course.

Interested in working with children?

We provide several courses that prepare you to work either in the early year's sector with children 0-5 years or in a school environment with children aged 5-18.

There are different levels available to you depending on your experience. We can provide advice on the most suitable course for you. Our courses run throughout the year across the borough.



NVQ in Construction Trades Levels 2 and 3

If you are currently working in the construction industry and would like to gain a qualification, why not consider one of the following NVQ's

- Painting and Decorating
- Fitted Interiors
- Occupational Workplace Supervision
- Construction Site Supervision
- Carpentry and Joinery - different pathways available
- Maintenance
- Plastering

Part of the NVQ includes an update of your Health and Safety skills (CSCS).

Your employer will be able to claim back all costs through CITB, see here <https://www.citb.co.uk/levy-grants-and-funding/grants-funding/qualification-grants/short-period-less-than-1yr-and-vq-grants>



Health and Safety in a Construction Environment and CSCS

This level 1 award is offered to unqualified workers in construction trades who would like to gain their Construction Skills Certification Scheme card which will enable you to work on building sites. You will attend one of our centres where you will be expected to fill in a work book testing your knowledge. We will then arrange to complete an on-line test at an external test centre. The cost of this course is currently £90, your employer may be able to claim this amount through CITB.



Modern foreign languages

We deliver French, German and Spanish courses at various level from beginners to more advanced. The emphasis is on speaking and using the language in real-life. As you progress through the levels you will move on from relying on set phrases to learning how to form your own sentences.

Everyday topics are covered such as introducing yourself, buying snacks and drinks, asking for directions, booking accommodation and shopping. The sessions provide a fun, interesting and relaxed learning environment where you are encouraged to participate. Many of the activities require you to work in pairs and small groups using simple language skills and technique.

Making your studies affordable

We know how important your studies are, so we continuously try to keep fees as low as possible. You can pay for your course via credit/debit card and there is the option to pay in instalments. For any course costing over £100 you can pay half on enrolment and the other half a fortnight before the course starts. Call 0191 643 2288 for details.

For information on fees and concessions please visit our website www.skillsnorthtyneside.org.uk where you will also find the fee policy and information on refunds.



Why an apprenticeship is a good choice

Apprenticeships provide the best of both worlds. They offer high-quality work-based training and are a fantastic way to launch yourself into your chosen career.

An apprenticeship means that you:

- Earn while you learn
- Understand what is expected of you in the workplace
- Learn from people who work and have experience in the sector
- Broaden your understanding of the wider world of work
- Achieve a nationally recognised apprenticeship while you are at work
- Increase English and maths skills
- Get all the benefits of being an employee

North Tyneside Council has several apprentice opportunities within their organisation and provide training in the following sectors:

- Business Administration
- Customer Service
- Child Care
- Teaching Assistant
- Construction
- Horticulture
- Management

Our experienced apprenticeship team can advise and help you decide which apprenticeship may be right for you.

Quorum Jobs Fair

Thursday 30 April, 10am – 3pm
Q12, Quorum Business Park, NE12 8BU

- Vacancies within IT, finance, sales, customer services and public sector
- Full-time, part-time, apprenticeship, training and graduate opportunities available
- Hundreds of jobs on offer, entry-level to senior positions
- Free shuttle bus running from and to Four Lane Ends, 9:30am – 3:30pm

Telephone 0191 691 0889
www.quorumbusiness.co.uk
hub@quorumbp.co.uk

QUORUM
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