

**HARTLEPOOL LEARNING
& SKILLS SERVICE**
 **HARTLEPOOL**
BOROUGH COUNCIL



Hartlepool Learning & Skills Service Prospectus 2021/22


Ofsted
Good
Provider

Enrol now  01429 868616  www.hartlepoollearningandskills.com

Welcome

We are extremely pleased to welcome back new and previous learners to Hartlepool Borough Council's Learning & Skills Service. This prospectus contains a wide range of accredited and non-accredited courses that will help enhance your personal, social and employability skills. Our courses can be accessed through a range of delivery methods including classroom based, online learning and blended learning. We have very high expectations and are wholly committed to delivering only outstanding quality provision for all of our learners so you can achieve your learning and career goals.

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

We work very closely with businesses through our Employer Core Offer to support them in areas such as recruitment of employees and apprentices, and workforce development. This is led by our dedicated Business Growth Team which provides learners with potential opportunities to progress into a positive destination.

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 and I wish you the very best in your studies.

Patrick Wilson

Learning & Skills Manager

Hartlepool Learning and Skills Service has a team of passionate and dedicated staff and volunteers who are here to assist you to achieve your learning and/or career goals



The Four As 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.

We are 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 As 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 As 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.

Covid-19 Guidance Information

As lockdown measures are eased, Hartlepool Learning & Skills Service is delighted to welcome back customers old and new, and to be able to offer courses that can be safely delivered in the classroom.

The main priority of the Service is to ensure the health, safety and well-being of all staff, learners, volunteers and visitors accessing its provision.

In line with Government guidance, Hartlepool Borough Council's Learning & Skills Service has adopted the Department for Education Coronavirus (COVID-19) Guidance so that we can effectively implement measures that will enable the safe return of staff, learners, volunteers and visitors into our education, employment and training provision.

Prior to visiting the Service, we suggest that you visit our website at: **www.learningandskills.com** to check if there are any updates, or revisions, to our COVID-19 processes, procedures and/or practices.

If you, or anyone in your household, have symptoms of Covid-19, please do not visit any of our buildings. Further help and guidance can be accessed by dialling 111.

Contents

Steps to Starting Your Course	5
Learners' Entitlement	6
Careers Service	7
Volunteer Hartlepool	8
Apprenticeships	9
English Courses	11
Maths Courses	12
Digital Skills Courses	14
Accounts Courses	16
ESOL Courses	17
Family Learning Courses	18
Enterprise Skills Courses	20
Wellbeing Courses	21
Volunteering	23
Childcare, Health & Social Care Courses	24
Employability	25
Pre-access to Higher Education	26



Steps to Starting Your Course

*Any course within this document marked * requires completion of an initial skills check prior to enrolment.*

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, on 01429 868616 or go to www.hartlepoollearningandskills.com

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.

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 for more information visit: www.gov.uk/advancedlearnerloan

National Skills Fund

If you are aged 19 or over you may be able to start a Level 3 course without paying up front if you have not achieved a full Level 3 previously.

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.

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.

Refunds

Refunds are not given unless the 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.

Why Choose Us?

- We have dedicated staff and volunteers committed to supporting our learners.
- We have very good achievement rates for learners.
- Pastoral support is available throughout your course to help you achieve.
- Flexible learning options are available, including distance learning, to suit your lifestyle.
- We deliver specialist employment-focused programmes.
- 100% of learners feel safe.
- 100% of learners currently rate the teaching as good or very good.
- 100% of learners currently feel that their individual needs have been met.

Learners' Entitlement

In 2021-22 we will guarantee the following for all learners:

- A universal and impartial Careers Education, Information, Advice & Guidance (CEIAG) service with all learners able to receive an Individual Careers Plan.
- A nominated Careers Advisor to offer ongoing support and access to specialist provision to aid progression into sustained employment.
- Those who complete our Employment Routeways Programmes will receive a guaranteed interview with either an employer or a local recruitment agency.
- Access to a guaranteed high quality and meaningful work placement through Volunteer Hartlepool.
- Access to Functional Skills provision which will improve English, Maths and Digital skills.
- Access to the Tees Valley Youth Employment Initiative which supports 16-29 year olds who are not in education, employment or training.
- Access to the Waverley Project which provides eligible individuals with opportunities to volunteer in horticultural and other occupations.
- Access to the Routes to Work project which supports long term unemployed adults aged 30 plus to move closer to employment through 1:1 key workers.
- Additional learner support such as 1:1 classroom support, tuition, language support and adaptive resources to support learners with their learning.
- Access to Safeguarding and Pastoral Support Advisors who will listen and where relevant signpost learners to specialist services.
- Access to health and recreation initiatives including community sports programmes, smoking cessation and mental health services.

Careers Service

We have a trained Careers, Education, Information, Advice and Guidance (CEIAG) Team which 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.

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.

Through the Careers Service all learners will:

- Be given a named careers advisor 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 advisors.
- Have access to a Virtual Careers Service

Careers Service

Are you looking for work or do you want to upskill and further your career?

Contact our Careers Advisors who offer bespoke support so you can take the next step, improve your skills and/or progress into employment

Refer online:

www.hartlepool.gov.uk/careersservice

Phone our Careers Hotline:

01429 401831

Monday to Friday 10am - 4pm



Volunteer Hartlepool

Want to be involved in your local community?

Volunteer Hartlepool is a key initiative for the Service 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 extensive knowledge of organisations and groups that operate in and around Hartlepool. There are many opportunities on offer, from customer services, business administration, information, advice & guidance, sports coaching, fundraising and mentoring.

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

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 a 'Discover Volunteering' Programme and access to an accredited course, 'Positive Steps into Volunteering'.
- 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 CVs and access to job clubs.
- Assistance to progress onto further learning to improve job prospects.



I volunteered with Hartlepool Learning & Skills (Adult Education) supporting the GCSE maths tutor. This helped me to gain valuable experience before starting my new job as a teacher. This has been a great experience and an opportunity to work with wonderful people which allowed me to gain a variety of pedagogical strategies from the tutor. Staff were extremely friendly, welcoming and supportive and helpful in terms of the next steps in my career. I am very appreciative of this experience and would highly encourage and recommend volunteering.

Marcin



Apprenticeships

What are apprenticeships?

An apprenticeship is a real job with a training component. It allows you to earn while you learn, as well as gain 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 or you can also get in touch with Hartlepool Learning and Skills Service's 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 Service on 01429 868616. Apprenticeships can also be found using the 'Find an Apprenticeship' service at www.gov.uk/topic/furthereducationskills/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 Bachelor's or Master's degree.

Find more degree apprenticeships at:

www.gov.uk/government/publications/higheranddegreeapprenticeships



Apprentice case study

I am currently working as a Business Administration Apprentice for Hartlepool Borough Council at Hartlepool Hospital. As part of my apprenticeship role, I have the daily task of processing the referrals. This includes referrals for Occupational Therapy and the Falls Prevention Team.

I enjoy completing the closures as I get to see the outcome of the case and how the team has helped the client. As part of my apprenticeship, I am working towards gaining a qualification in Business Administration. This qualification will give me the knowledge for working in an office environment.

My tutor, Julia, is very friendly and will always give me one-to-one help if required. Alongside my Business Administration qualification, I am working towards gaining a qualification in ICT. This involves completing practice papers and various spreadsheet tasks. I am given advice and support from my tutors which is really helping me progress. Soon I will be moving to a different department in order to gain more experience and knowledge to complete my apprenticeship. I am really fortunate to be able to have various placements as I can



gain a wider understanding of the different roles within administration. In the future, I am hoping to gain full time employment within Hartlepool Borough Council.

Hartlepool Learning and Skills apprenticeship offer:

Education and Childcare

- Learning Mentor Level 3
- Assessor / Coach Level 4
- Early Years Practitioner Level 2
- Early Years Educator Level 3
- Teaching Assistant Level 3

Business Administration and Management

- Team Leader / Supervisor Level 3
- Operations Manager Level 5
- Business Administrator Level 3
- Career Development Professional Level 6
- Customer Services Level 2
- Customer Services Level 3

Accountancy

- Accounts / Finance Assistant Level 2

Health and Social Care

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

Digital

- Digital Support Technician Level 3

English Courses

You need English skills to apply for all jobs or to study. We offer a range of flexible English classes.

Everyday English for Life and Work

- Spelling and Punctuation
- Grammar and Punctuation

Spelling, punctuation and grammar are important English skills for day-to-day life for managing your home, keeping in touch socially, studying, completing work tasks, supporting your child's learning or applying for courses or jobs. These courses help you develop your writing and proof reading skills for everyday situations. The courses have no exams, but you will have the chance to progress and achieve a qualification in English.

Functional English Entry Level*

This course will help you develop the practical skills in English to help you get the most from life, learning and work, ensuring that you 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*

You will develop practical skills in English to help you get the most from life, learning and work, ensuring you gain good communication skills in reading, writing, speaking and listening. Working on functional skills helps to develop and secure the broader range of aptitudes, attitudes and behaviours that will enable you to make a positive contribution to the communities in which you live and work.

GCSE English Language*

This course provides an excellent opportunity to enhance your reading, writing and spoken language skills and gain a good grade in English at GCSE level. You will study a range of texts to develop your understanding of how texts are written and how language is used to generate meaning.

GCSE English Exam Practice

This course is non-accredited and designed to strengthen and consolidate your GCSE English Language skills in preparation for sitting the GCSE exams in the summer.

Maths Courses

You need maths skills to apply for most jobs or to study. We offer a range of flexible maths classes.

Everyday Maths

- Multiplication & Division
- Fractions
- Percentages
- Decimals

These short courses will develop key skills in maths and help you understand how they are used in everyday life and work in today's world. You will recap the basic four operators - addition, subtraction, multiplication and division to help you achieve these skills. These courses have no exams but you will have the chance to progress and achieve a qualification in maths.

Numbers in Business: Averages & Graphs

This course will give you the knowledge and skills to be able to work with Averages (mean, median, mode and range) and will also lead into displaying information graphically. You will benefit from using different types of graphs e.g. bar, line, pie and scatter graphs which are useful skills for most jobs.

Numbers in Business: Averages & Ratio

This course will cover averages and graphs and help with calculations using ratios. Ratios can be used on maps and drawings to show the scale in relation to real life.

Functional Maths Entry Level*

Functional Maths aims to promote the mathematical thinking, problem-solving and transferable 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*

Functional Maths aims to promote the mathematical thinking, problem-solving and transferable skills that are useful in everyday life and work. The key areas will focus on representing, analysing and interpreting mathematical information and will support learners to progress in learning, life and employment.

GCSE Maths*

This course will help you develop a sound technique in a number of areas of maths to achieve a GCSE at Foundation Level. You will cover number, algebra, geometry & data handling.

GCSE Maths Exam Practice

This course will consolidate your learning of the skills required to sit the GCSE final exam. You will be practising with previous exam papers and questions and will gain a better understanding of how to best answer the questions to gain more marks and avoid unnecessary errors.

Develop your Geometry Skills

This is a non-accredited course to aid development of geometry skills, including shapes, angles and an understanding of pythagoras. It will help towards the exam or prepare you for entering a course for the following year's exam.

Personal Money Management

This course gives you practical guidance and will help you identify how to use money to your advantage and to create a realistic budget. This will also help you to make important decisions about your spending. You will also recognise where you can receive support when needed.



“The tutor was really helpful and supportive and I have really improved my knowledge of algebra”



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. Almost every job requires some digital skills, and many require a skill set that is a mix of technical and non-technical skills.

Digital Skills for Computing

This course is designed for total beginners to develop skills which will introduce you to the digital world. You will be using a computer and computer devices e.g. keyboard, mouse and printer. You will learn about the features of the desktop and how to access programmes and create, save and print files. On successful completion of this course you can progress to Get Ready for Digital Skills

Get Ready for Digital Skills

Moving forward from Digital Skills for Computing you will be creating and editing documents. You will learn how to change and enhance documents for set purposes e.g. creating leaflets or flyers. Basic spreadsheets will be introduced to help you with using numbers and formulas. You will become more confident in using a range of Microsoft Office programmes. On successful completion of the course you can progress to Essential Digital Skills Qualification Entry 3 – Level 1

Improve your Digital Skills

This course will enhance your digital skills for everyday life and work. You will recognise how to use several portable devices and how to stay safe online. Your learning will include communicating online and searching for information e.g. job searches. You will also learn transaction skills to purchase goods online. On completion of the course, you will be ready to progress on to further digital skills courses to achieve a qualification and enhance your employment skills

Essential Digital Skills Qualification Entry 3 – Level 1*

Essential Digital Skills are more important than ever. We have recently experienced a world where face-to-face communication has not been possible. This means that having key skills in digital technology and communication is vital for work and everyday life. This qualification covers the key topics below:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

Functional ICT Level 2*

This course 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 eg IF function and filtering information. Develop your knowledge of Power Point, spreadsheets and databases introduction.

Certificate in IT User Skills Level 1 and Level*

This course aims to develop your knowledge, understanding and competence in a range of different IT areas. This course is ideal for those who work with IT within their current job role and for those who are familiar with using a computer and the Microsoft Office suite (Word, Excel and PowerPoint). To complete this course you will need and a basic level of IT knowledge. It would also be of benefit to have some level of confidence in producing documents in Word, PowerPoint and Excel. On successful completion of the course you will gain a nationally recognised qualification.

Safe Online Surfing

The internet revolutionised our social contact for personal, work and leisure purposes with over a billion people 'going online'. Learn more about using this global network safely to access support with employment, keep in touch with loved ones and find out how to use apps, webinars and online communication such as Skype & Zoom.

Microsoft Office using Excel

This course is ideal if you want to learn how to use basic Excel spreadsheets. It will teach you how to recognise the layout of the spreadsheet, including toolbars and menus. Most jobs require data processing making this is an invaluable skill to have.

Microsoft Office using Word

Learn how to confidently use the most commonly used word processing software in the world. A good working knowledge of Word is advantageous in office-based roles.

Microsoft Office using PowerPoint

Develop knowledge and skills of this powerful presentation tool to design and share impactful presentations for learning and work purposes.

Microsoft Office using Database

Learn to create and build a database which will help save you time at work by streamlining routine tasks and speeding up processing of information.

Accounts Courses

Qualifications are essential for working in accounts. We offer a range of flexible account classes.

AAT Level 1 Access Award in Bookkeeping*

This course will give you a good understanding of the routine working of bookkeeping processes, together with new terminology that is used. You will be aware of petty cash and cashbooks, double entry and balancing accounts.

AAT Using Sage Software*

On this course you will work towards a Level 1 or Level 2 qualification, studying computerised processing of accounting and data input using the computerised programme, Sage. You will create company accounts and for customers and suppliers to process invoices, credits and payments and receipts. On completion you will produce a trial balance and will print off reports.

AAT Level 1 Award in Business Skills*

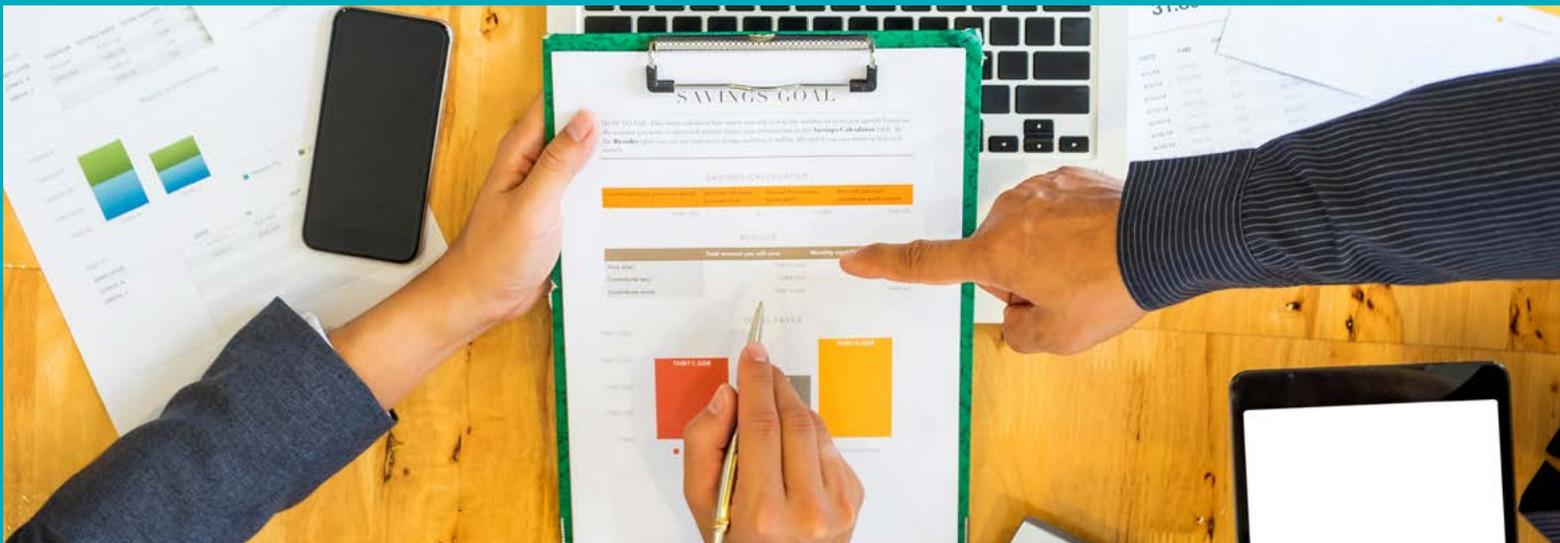
This course develops knowledge of different types of businesses and introduces how sales and purchases are used in business, for profitable and dependable running of a business. You will learn the types of numbers e.g averages, ratios, fractions and decimals. This qualification will prepare you for working in a business setting.

Bookkeeping for Business

This is a basic course to introduce steps into bookkeeping and learning what type of documents are used and how they are processed. The course also covers calculations and VAT.

Introduction to Sage Accounting

This is a basic introduction to using accounting software, creating and entering invoices from customers and suppliers. You will also learn how to check for errors and correct them.



ESOL Courses

ESOL Skills for Life courses are for anyone living in the UK whose first language is not English. There are 6 levels available: First Steps to ESOL (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 at the level which best suits your needs. ESOL Skills for Life courses cover 3 subjects. These are Speaking and Listening, Reading and Writing.

Award in ESOL (Speaking and Listening) Entry Level to Level 2*

Award in ESOL (Reading) Entry Level to Level 2*

Award in ESOL (Writing) Entry Level to Level 2*

ESOL Skills for Life courses are for anyone living in the UK whose first language is not English who have little knowledge or skills in English. The different levels mean you will study at the right level for your current skills and needs.

First Steps to ESOL

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

ESOL: First Steps Phonics

Our phonics course is designed to support learners studying the First Steps to ESOL course, to help recognise English letter sounds for reading, speaking and listening in English.

ESOL History

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.

ESOL Spelling and Grammar (Entry 1*)

ESOL Spelling and Grammar (Entry 2-3*)

These short courses help learners develop their confidence with spelling, word use and sentence structure before going on to study for an ESOL Entry Writing qualification.

Understanding Community Interpreting Level 1 Award*

Learn what is involved in community interpreting in different public or voluntary roles and how language is used differently in different situations. This course is for people who speak other languages.

Family Learning

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 to:

- Develop their knowledge and skills through different activities
- Enjoy learning
- Learn social skills, including communicating, turn taking and working in a group
- Explore their imagination and creativity

Family Learning courses for Maths and English skills

Catch the Kids Up: Maths

Catch the Kids Up: English

Following a challenging 18 months for education, these short courses are designed to help parents and carers support their children to develop their maths and English skills and instil a love of learning by using fun activities, experiments and games.



“Family learning courses have helped me to be more confident in helping my child learn. My child enjoyed having fun and learning together”



Seasonal Family Learning Courses

Our Seasonal Family Learning courses and workshops teach you and your child creative skills and show you how crafts can help us to support a child's learning, develop imagination, relax, build communication skills and bring people together.

Family Learning: Halloween Arts and Crafts

Family Learning: Christmas Arts and Crafts

Family Learning: Easter Arts and Crafts

Family Learning: Eid Arts and Crafts

Family Learning: Diwali Arts and Crafts

Family Baking

Our Family Baking workshops teach you basic recipes to make and enjoy as a family for celebrations or just for fun!

- Family Festive Baking at Christmas
- Family Festive Baking at Easter and Eid

If you are a school, nursery or youth group interested in working with us to provide bespoke family learning programmes, please contact us for further details on our Family Learning offer.

Enterprise Skills Courses

We have a range of courses to support and develop entrepreneurial skills for running a business:

- Understand Your Career Opportunities
- Plan Time, Save Time
- Practical Office Admin Skills

We also offer a variety of Online Distance Learning courses which deliver transferable knowledge relevant to multiple work sectors or specific fields, depending on your training needs.

These include:

- Principles of Warehousing Level 2
- Understanding Retail Operations Level 2
- Cleaning Knowledge & Skills Level 2

For our full list of Online and Distance Learning Courses, see our Online Course Guide.



Wellbeing Courses

Arts and Minds

In our seasonal Arts and Minds courses you will learn different drawing, painting and craft skills and discover how relaxation, socialising and learning help your wellbeing.

- Arts and Minds at Christmas
- Arts and Minds: Springtime
- Arts and Minds at New Year
- Arts and Minds: Autumn
- Arts and Minds: Summertime
- Arts and Minds: Body and Soul

Online Safety

These short courses teach you how to stay safe online while socialising, shopping or browsing to give you greater confidence in using the internet safely.

- IT Safety for Parents
- Safe Online Surfing

Creative Writing

Learn creative writing skills for stories, poetry, narratives or blogging and see how these skills can be used to connect with others and improve your wellbeing.

“The tutor inspires me - how she acts towards students with respect, caring and cheering you on... pushing you so that you can do it.”



Online Video Communication

These courses are designed to help you use the internet to stay in touch with friends and family, for learning and to participate in video conferencing. You will also be supported to stay safe using online applications. Choose from one of our following Workshops:

- How to use Zoom: Tutorial for Beginners
- How to use Google Education: Tutorial for Beginners
- How to use Microsoft Teams: Tutorial for Beginners
- How to use Google Education: Advanced Skills
- How to use Microsoft Teams: Advanced Skills

First Steps to Personal Development

If you're unsure of where to start your return to study or employment, this one-session workshop is the perfect place. Learn how your own interests, skills and experiences can help you decide who you want to be, where you'd like to get to and how these can help you plan for the future you want. You can then choose to progress onto the Invest in your Personal Development course to see how you can put these ideas into practice.

Invest in your Personal Development

Learn useful skills for everyday life, work and study, including self-motivation, confidence building and personal presentation.

Driving Theory Preparation

Learning to drive can expand your life choices and opportunities, giving you greater independence to visit friends and family, explore your area or commute more easily for study or work. This short course helps you prepare for the theory part of the driving test, giving you greater confidence for when you book your Driving Theory Test.

“I thoroughly enjoyed the class. The tutor’s knowledge was phenomenal and I made friends with a group of very interesting people”



Volunteering

Discover Volunteering

The course aims to prepare learners to investigate the role of volunteers and the types of work that they undertake in different organisations. They will also consider the skills and qualities needed to work effectively as a volunteer and how to identify volunteering opportunities.

Positive Steps into Volunteering – Level 1 Award in Volunteering

This qualification is suitable if you are thinking about working as a volunteer and provides you with an insight in to the role and an awareness of the personal standards required while volunteering. It is also suitable for anyone who is already in a volunteering role and will enhance both knowledge and skills through an accredited Level 1 Qualification.

I was extremely thankful to Tracey Wilson when she offered me an opportunity to be the part of Waverley Community. As a motivated and hardworking individual, who has completed Master Degree in 2015 at Cardiff Metropolitan University has always been seeking for an experience to further develop my skills and knowledge in a practical and fast paced environment. Through working with supportive people around me it has increased my confidence in meeting new people, being in unfamiliar surroundings and taking new challenges. As of now, volunteering has definitely taught me to see the bright spots and hidden talents in difficult situations. I'm very glad for the experience and would highly recommend volunteering for everyone.

*Thank you
Tanusia*



Childcare, Health & Social Care Courses

Adverse Childhood Experiences

This course will provide learners with an opportunity to develop an understanding of adverse childhood experiences (ACEs) relevant to their current or future roles and will equip them with basic understanding of techniques for preventing and addressing adverse childhood experiences (ACEs) in practice.

Early Years in Child Development

This course provides knowledge and understanding of how children and young people from birth to 19 years develop, including underpinning theoretical perspectives. It also includes actions taken when differences in development are identified and the potential effects of transitions on children and young people's development.

Level 1 Safeguarding in a Learning Environment

This qualification aims to provide learners with the suitable knowledge and understanding that everyone has the right to learn, to be safe and to be respected. Learners will be able to make sure that they are being provided with a safe and secure learning environment that promotes their health and well-being.

“My course has given me the ability to learn new skills whilst working within my role as a Care Support”



Employability

Level 1 Award in Employability Skills

This course is designed to prepare you for the world of work. The programme covers:

- Developing and enhancing skills required for the working environment
- Developing confidence for employment and motivation
- Improving communication skills and personal effectiveness

It also provides a qualification and a basis for progression to employment or further learning.

Level 1 Award in Health & Safety Awareness

This qualification is designed for a wide range of learners who want to develop their knowledge and understanding of health and safety including hazards and risks in the workplace

This programme will focus on the study of:

- The importance of health and safety procedures
- Awareness of the potential hazards and risks in the workplace
- Implications of poor health and safety
- Key rights and responsibilities relating to health and safety

Level 2 Award in Food Safety for Catering

This qualification is aimed at individuals who are, or intend to be, food handlers working in catering. The objective of this qualification is to prepare learners for employment in a catering role, or to support a role in the workplace.

Asbestos Awareness

This short course raises awareness of the dangers from asbestos and the practical steps that can be taken to reduce the risk of exposure. You will learn:

- What asbestos is and the main types found in the UK
- How asbestos causes harm
- Key factors that affect the chances of harm being caused
- How to reduce the risk of exposure
- What to do in an emergency

Pre-access to Higher Education

Pre-access to Higher Education in Childcare and Early Years Education

Develop your confidence and open up opportunities with Pre-access to Higher Education.

Pre-access to Higher Education forms fundamental knowledge, skills and understanding to progress within Childcare and Early Years Education.

The course structure will include improving and developing English & Maths skills, through completion of Functional Skills Programmes.

How will I learn?

You will learn through wide variety of techniques including group discussions, practical activities, presentations and classroom engagement.

What are my progression opportunities?

Studying an Access course could change your future by providing that first big step on your journey towards a university place and a professional career

Pre-access will equip you to confidently progress within Access to Higher Education Level 3 Diploma in Early Years Workforce.

Pre-access to Higher Education in Art and Design

Develop your confidence and open up opportunities with Pre-access to Higher Education.

Pre-access to Higher Education forms fundamental knowledge, skills and understanding to progress within Art and Design fields of education.

The course covers 2D and 3D art media, traditional and digital design, developmental studies and research, reflective practice and an introduction to Art History.

The course structure will include improving and developing English & Maths skills, through completion of Functional Skills programmes.

How will I learn?

You will learn through a wide variety of techniques, including practical and digital activities, paper or digital sketchbooks, group discussions, presentations and feedback sessions.

What are my progression opportunities?

Studying an Access course could change your future by providing that first big step on your journey towards a university place and a professional career.

Pre-access will equip you to confidently progress onto an Access to Higher Education Level 3 Diploma in Art and Design.

Tees Valley Pathways & Routeways

Youth Employment Initiative

The Tees Valley Pathways & Routeways Programmes support young people aged 15-29 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 are interested in finding out more then please contact the YEI Project Team on **01429 857080** or **YEI@hartlepool.gov.uk**

The Tees Valley Pathways & Routeways Programmes are part-funded by the European Social Fund and supported under the Youth Employment Initiative.



European Union
European
Social Fund

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).

CURRENTLY UNEMPLOYED?

LOOKING TO TAKE YOUR NEXT STEPS?

If your personal circumstances make it difficult to find a job, then Routes to Work is here to help! We know that looking for a job can be hard, that's why we provide a range of support to help you overcome any barriers you might be facing and support you back into the workplace.

Routes to Work can support you with sign-posting, information, advice and guidance to help you on the path to a successful career. You may also be eligible for tailored one-to-one support from a dedicated key-worker, who can help you put a plan together, get you the right skills and training, and help find the right job for you.

If you live in Hartlepool, are aged 16+, and want to find out how Routes to Work can help you contact the Hartlepool office on **01429 284482** or e-mail **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: 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.hartlepoollearningandskills.com

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 - 2nd August 2021 - 17th December 2021

Term 2 - 10th January 2022 - 8th April 2022

Term 3 - 25th April 2022 - 22nd July 2022



www.hartlepoollearningandskills.com



01429 868616



Hartlepool Learning & Skills Service



@HartlepoolLSS



Hartlepool Learning & Skills Service

