



FULL-TIME COURSES FOR 16-18 YEAR OLDS

SCHOOL LEAVERS' COURSE GUIDE 2022-23



Northumberland
SKILLS

Delivering on behalf of



Northumberland
County Council

HELLO

Welcome to your fresh guide to learning across Northumberland

If you're getting ready to leave school, or you've recently completed GCSEs, study with Northumberland Skills to kick-start your future career.

Delivering on behalf of Northumberland County Council's Learning & Skills Service, we have evolved to become 'Northumberland Skills'. Our experienced team of lecturers are ready to support you to realise your potential with a full-time study programme this September.

Our fresh blend of hands-on and digital learning has been designed to keep you safe and supported, whilst helping you to gain essential skills to stand out in life and work.

Explore your course guide:

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LEARN. DISCOVER. GROW.

Live and learn local

With campuses across Northumberland, we can offer you a further education programme at a convenient location and support you to gain the skills and qualifications you need for work or further study.

To help you to take the best next steps, we've broken down the content in this course guide to ensure you understand each option and what to do next.

Our experienced lecturers, dedicated support staff and tailored learning environments are ready for you to enjoy and develop the skills you need to achieve the future you deserve.

If you're aged 16-18 years, our courses are free. If you're a young adult aged 19+, speak to our team as courses may be free (eligibility criteria apply).



Did you know ...?
93% of learners
feel they receive
good support
from their lecturer*



Source: Learner Survey, Term 1, Academic Year 2021-22

ACHIEVE YOUR GOALS

Whether you are looking for a stepping stone to Higher Education or studying to gain skills for the world of work, we have a huge selection of course options and pathways to lead you to your goal of university or a job.

We are passionate about your success and have designed our courses to inspire you - boosting your skills, confidence and achievements.

10 reasons to study with us

- | | |
|---|----|
| The convenience of learning on your doorstep at one of our campuses across Northumberland | 1 |
| Learning locally means lower transport costs and we have lots of free parking at many of our campuses | 2 |
| You'll learn in a grown-up study environment and have the chance to meet new people and make new friends | 3 |
| Managed class sizes to ensure a safe learning environment that puts your health and safety first | 4 |
| A blend of hands-on learning and digital competencies help you to gain essential skills for life and work | 5 |
| One-to-one support when you need it, either in person or online | 6 |
| Our pastoral and curriculum teams are here to help you every step of the way | 7 |
| Links to local employers to connect you to opportunities | 8 |
| 24/7 online access to a wide range of learning resources, including full access to the Northumberland Library Service | 9 |
| Ofsted has rated us good with outstanding features | 10 |

YOUR JOURNEY STARTS HERE

Studying with us means you'll gain more than just a qualification. You'll learn skills for life and work, as well as gaining confidence to succeed in your next steps.

Finding the right course for you, at the right level, is a very important first step. We've explained the different levels of learning below to help you to navigate and kick-start your future career.

Supported Education (SEND)

Bespoke entry level and introductory courses to develop communication, confidence and study skills for learners who need extra help to progress to Level 1.

Level 1

GCSEs Grade 1-3 or vocational competency qualifications at Level 1.

Level 2

GCSEs Grade 4-9 or vocational competency qualifications at Level 2 and Apprenticeships at Level 2.

Level 3

A Levels or vocational competency qualifications at Level 3, as well as Apprenticeships at Level 3.

If you're not sure where to start to set you off in the right direction, contact a member of the Northumberland Skills team for advice and guidance on: learn@northumberland.gov.uk or call 01670 622 099



MORE THAN JUST A QUALIFICATION

We understand that learning stretches beyond the classroom – that's why studying with us brings you so much more than just a qualification.

Tailored for you

We offer courses at a range of entry points to ensure that your level of study is best suited to your abilities and aspirations. Each course has particular entry criteria - see specific course entry requirements online at www.northumberlandskills.co.uk/school-leavers

Confident and ready

Boosting your skills and self-confidence is our priority – by the time you complete your qualification with us, we want you to feel confident and ready to progress to a job or further study. No matter which subject you choose to specialise in, we ensure that you feel inspired and empowered to achieve your best, accessing support along the way to keep you on track.

Skills for work

We recognise that functional skills including English, maths and the development of digital skills are critical to your future success, and expected by an employer when you enter the world of work. We will support you to achieve nationally recognised qualifications or GCSEs as part of your course and ensure that you build essential skills to make you more employable.

Blended learning

Through an engaging mixture of classroom-based learning and practical skills, digital mentoring and e-learning – plus independent study and work placements – learning with us offers you the perfect blend of academic and life skills to help you succeed. When you finish your initial course, we can recommend your next steps, like a higher-level course, or help you to apply for jobs and apprenticeships.

Work experience and employer connections

Experience of the world of work is an important part of your learning, and work experience forms an integral part of your study programme with us. Our business networks and strong employer partnerships offer you a competitive edge upon completion of your studies. We work collaboratively with employers to ensure the relevance of our education programmes, so that you can feel assured that you're working towards an industry standard qualification.

Not only can work experience help you to make sure you've made the right career choice, it gives you the valuable experience that every employer is looking for, showing that you can handle the world of work, an environment totally different to studying at school.



BRINGING LEARNING TO YOU

If you're looking to approach learning in a new way, you've come to the right place. Our portfolio of courses for school leavers has been designed with your future in mind.

Our lecturers have a wealth of experience and employer contacts to ensure that course content is tailored to suit the needs of industry, and that you gain the skills employers are looking for.

You'll notice on all of our course pages that we talk about progression and careers. That's because your learning journey doesn't end here – our team of lecturers and careers advisers will guide and support you to choose your next steps into further/higher education or the world of work.

The table below shows our range of courses and locations at a glance.

| SUBJECT AREA | ALN | BER | HBR | MOR | POB | PRU | SEG |
|---------------------------|-----|-----|-----|-----|-----|-----|-----|
| Business and Digital | ✓ | | | ✓ | | | |
| Catering | | | ✓ | | | ✓ | |
| Childcare and Education | ✓ | ✓ | | | | ✓ | |
| Construction | ✓ | | | | | | ✓ |
| Engineering | | | | | ✓ | | |
| Hair and Beauty | | | ✓ | | | ✓ | |
| Supported Learning (SEND) | ✓ | | | | | ✓ | |

ALN = Alnwick BER = Berwick HBR = Haydon Bridge
MOR = Morpeth POB = Port of Blyth PRU = Prudhoe SEG = Seghill

Turn over to find out more about the wide range of full-time courses for school leavers, starting in September >>>

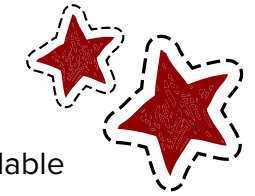
TAKE YOUR PICK

Our full-time study programmes allow you to dive straight into your vocational area of choice.

Not only will your qualification help you to stand out when looking for a job, you'll have the skills, aptitudes and requirements to progress to further and higher study with us or at university.

Explore your subject area of choice now...





PROGRESSION AND CAREERS

There are a wide range of careers available and job roles include:
administrator, receptionist, personal assistant, manager, office supervisor or team leader.

The top destinations for our learners include: wholesale and retail trade, professional industries, finance and insurance, administrative and support services as well as accommodation and food service.

Our business course is also ideal if you want to be self-employed and are looking for the skills and confidence to start your own business.

BUSINESS & DIGITAL COURSES

Our Business & Digital Skills courses are designed to give you a competitive edge

Study at: Alnwick or Morpeth

Courses available:

- Introduction to Business & Marketing (Level 1)
- Introduction to Digital Media (Level 1)

Our **business and marketing course** is perfect for you if you're looking for a career in business support, customer service or marketing, or have aspirations to set up your own business. You'll learn about running events, essential business skills for organisation and office work.

Our **digital media course** is the ideal introduction to the world of digital media. You will gain knowledge and skills with a digital media focus, including creating storyboards, interactive presentations and layout design for digital products.



DEVELOP YOUR TALENTS

Business skills are of real value to employers in any workplace. You'll learn the key aspects and functions of a business, as well as developing your digital skills across various IT packages and the use of photography and imagery in digital applications.



STUDY SKILLS AND WORK EXPERIENCE

Tutorial and study skills will complement your accredited course and provide wrap around support. This includes topics such as: Employability skills, finances, interview skills and the world of work.

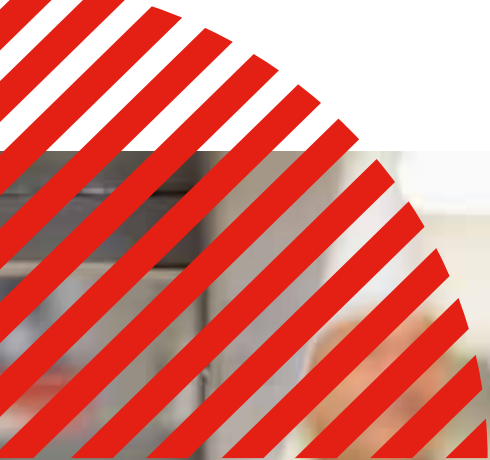
Pastoral support will assist you to develop the skills needed for independent study and help with completion of coursework. One-to-one support is also available to offer individual support on an ongoing basis.

Leadership and enterprise skills alongside health, wellbeing, and confidence, ensure that your professional and personal development are prioritised alongside your studies. Experience of work and work experience relating to your vocational area is a vital component to boost knowledge and transferable skills.



ENGLISH AND MATHS

If you have not yet achieved a grade 4 or above, you'll also work towards a GCSE or Functional Skills qualification as part of your course. If you have a grade 3 in GCSE English and/or maths, you will continue to develop your skills through GCSE sessions. If you have lower than a grade 3 in GCSE English and/or maths, you will study Functional Skills then progress to GCSE.



CATERING COURSES

Our catering department has realistic working kitchens and staff with a wealth of industry knowledge to share

Study at: Haydon Bridge or Prudhoe

Courses available:

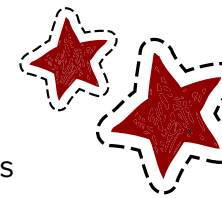
- Introduction to Catering (Level 1)

Our **Introduction to Catering course** is the perfect stepping stone into a career in professional cookery. A passion for food, creativity and being a team player will stand you in good stead to do well as you gain skills in food preparation and cooking across various units, including: meat, poultry, fish, vegetables and patisserie. You'll also study food safety, health and safety, food nutrition and dietary requirements.

PROGRESSION AND CAREERS

There's been a real shift in leisure habits over recent years as opportunities to try new and exciting cuisines have emerged with the opening of new restaurants and cafes as well as a growing street food scene across the UK.

Gaining the skills and competencies to succeed in this exciting industry present a wide range of career opportunities, including: working in cafes and restaurants, at hotels, at events and exhibitions or even music festivals, as well as at agricultural shows and trade fairs.



DEVELOP YOUR TALENTS

Do you enjoy working as part of a team, have boundless energy and a passion for food? Then a career in professional cookery could be for you. Exciting careers range from chefs to baristas or front of house staff to kitchen porters or catering assistants.



STUDY SKILLS AND WORK EXPERIENCE

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CHILDCARE & EDUCATION COURSES

Our childcare and education courses develop your skills for a future career supporting others in early years and school settings

Study at: Alnwick, Berwick or Prudhoe

Courses available:

- Introduction to Childcare (Entry 3)
- Childcare (Level 1)
- Childcare (Level 2)

Our **Introduction to Childcare course** is for young people aged 16-24 years, with an EHC plan. This qualification is ideal for you if you would like to get a taste of the skills and knowledge required for a future role in the childcare industry. You will study food and nutrition for children, how to care for young people and babies, and more.

Perfect for school leavers, our Childcare (Level 1 and 2) courses explore a child's growth, learning and development. You'll gain an understanding of children's social and emotional development, as well as understanding safeguarding the welfare of children and young people to support a future role in the industry.

PROGRESSION AND CAREERS

There are many rewarding jobs if you want to help nurture the next generation, such as: nursery worker, playgroup assistant, childminder, creche assistant, pre-school assistant, teaching assistant and playworker.



DEVELOP YOUR TALENTS

Are you caring, patient and creative? Do you have a lot of energy, a passion for developing the skills of others and great communication skills? Then a career in childcare and education could be for you. You'll have the opportunity to enhance your skills and learn techniques to play your part in shaping the future of others.



STUDY SKILLS AND WORK EXPERIENCE

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CONSTRUCTION COURSES

Our construction courses develop your skills across a range of trades to build your career in the industry

Study at: Alnwick or Seghill

Courses available:

- Introduction to Construction (Entry 3)
- Construction (Level 1)
- Electrical Installation (Level 1)

Our **Introduction to Construction** and **Construction Level 1** courses cover numerous construction operations, trades and supervision, plus many other aspects of general maintenance and refurbishment. You'll develop your ability to work with hand tools and powered tools in a range of vocational areas: bricklaying, joinery, tiling and plastering. **Electrical Installation Level 1** is the ideal course if you want to become a qualified electrician with skills in wiring, fabrication techniques, electrical science and technology.



PROGRESSION AND CAREERS

A construction course can lead to lots of different careers such as bricklayer/mason, plasterer, roofer, carpenter, construction labourer, painter and decorator.

As the industry continues to grow with new residential and commercial building projects always on the horizon, as well as a growing demand for refurbishments and upgrades of existing properties; a career in building services and construction is filled with opportunities to either work for an organisation or to start your own business.



DEVELOP YOUR TALENTS

Do you want to learn a trade, work in a team and get hands on? If you've got the energy and commitment, then the construction industry could be for you.

Our range of courses set you up with a skill for life – a trade to utilise within a company or by setting up your own business.



STUDY SKILLS AND WORK EXPERIENCE

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ENGINEERING COURSES

Our engineering courses offer you the opportunity to gain skills in welding and fabrication, alongside other engineering operations

Study at: Port of Blyth

Courses available:

- Welding, Fabrication & Cutting (Level 1)
- Welding & Fabrication (Level 2)

Our courses cover a range of **welding, fabrication and cutting techniques** to ensure that you are equipped to succeed in the working world of engineering.

You will develop your ability to work with hand tools and powered tools, as well as a wide range of sheet metal working and fabrication equipment.



PROGRESSION AND CAREERS

We have outstanding facilities and industry standard equipment, purpose built for welding and fabrication training.

This, alongside the wide ranging workshops you'll complete with a team of engineers who have a huge amount of industrial experience, will ensure you are fully prepared for your next steps into industry.

The skills you'll gain from our engineering courses open up pathways to a wide range of career opportunities and apprenticeships, including: welder, engineering and production technicians, operatives, mechanical engineers and more.



DEVELOP YOUR TALENTS

If you're interested in understanding how things are made and why they work, you'll enjoy being part of the innovative world of engineering. A diverse and dynamic industry well suited to problem solvers, logical thinkers and doers; gaining skills across the broad engineering industry will support you to strive for a career in mechanical or electrical engineering, engineering design or R&D, as well as the renewable energy sector, construction and space.



STUDY SKILLS AND WORK EXPERIENCE

Tutorial and study skills will complement your accredited course and provide wrap around support. This includes topics such as: Employability skills, finances, interview skills and the world of work.

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HAIR & BEAUTY COURSES

Our hair and beauty courses offer you the opportunity to use your creativity and gain practical skills in our real salon environment

Study at: Haydon Bridge or Prudhoe

Courses available:

- Introduction to Hair and Beauty (Level 1)

Our **Introduction to Hair and Beauty course** is an ideal introduction to anyone interested in a career in the hair and beauty industry. You will learn basic hair and beauty practical skills and theory knowledge, including cutting, colouring, styling and beauty treatments. You will also gain industry experience in our professional salon, plus industry experience in a commercial salon.



PROGRESSION AND CAREERS

There are many job opportunities in this sector, including: beauty therapist/consultant, colourist, hairdresser, nail technician. Your skills can open opportunities in spas or salons or you may want to set up your own business or work freelance.



DEVELOP YOUR TALENTS

If you have a passion for making people look and feel their best and you enjoy being sociable, then look no further than a career in Hair and Beauty. At our professional campus in Haydon Bridge or Prudhoe, you'll get to experience what it's like to work in a salon, developing skills such as providing effective shampooing and conditioning, cutting and dressing hair, colour and lightening and consultation.

Our beauty courses cover skincare and applying makeup. You will also develop a sound knowledge of health and safety as well as the customer service skills needed to make you work-ready.



STUDY SKILLS AND WORK EXPERIENCE

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If you have not yet achieved a grade 4 or above, you'll also work towards a GCSE or Functional Skills qualification as part of your course. If you have a grade 3 in GCSE English and/or maths, you will continue to develop your skills through GCSE sessions. If you have lower than a grade 3 in GCSE English and/or maths, you will study Functional Skills then progress to GCSE.





SUPPORTED LEARNING (SEND) COURSES

Our supported education courses offer SEND learners, and those who need extra support, progression to the next level of learning

Study at: Alnwick or Prudhoe

Courses available:

- Pre-vocational (Step 1)
- Introduction to Vocational Skills (Step 2)

And foundation vocational skills in:

- Childcare Level 1 (Step 3)
- Construction Level 1 (Step 3)
- Business and Marketing Level 1 (Step 3)
- Digital Media Level 1 (Step 3)

We have staggered our course offer as **Step 1, Step 2** and **Step 3** to ensure that you are supported to progress, gaining confidence and skills along the way.

Find out more about the three study levels on the opposite page.



DEVELOP YOUR TALENTS

If you're aged between 16-24 and need extra support to progress or have learning difficulties, disabilities or are on the ASD spectrum and would like to develop skills and independence, we have a supportive range of courses for you.

You'll meet one of our team who'll talk with you to find out what your interests are, offering tailored support, advice and guidance. A bespoke programme will be designed which will help to develop your skills, improve your confidence and build self-esteem.



ENRICHMENT AND PROGRESSION

The courses follow a graduated approach.

Step 1 is aimed at young people between 16-24 years with an EHC plan, who wish to improve personal, social and independent living skills in order to be able to manage relationships, build confidence and learn home management skills in becoming independent. Topics covered include: personal safety in the community, being a customer and participating in an enterprise activity.

Step 2 is aimed at young people between 16-24 years with an EHC plan, who want to develop knowledge to progress into further study. These programmes are grouped into four occupational pathways and provide you with an introduction to an occupational area:

- Construction
- Digital
- Business Admin
- Childcare

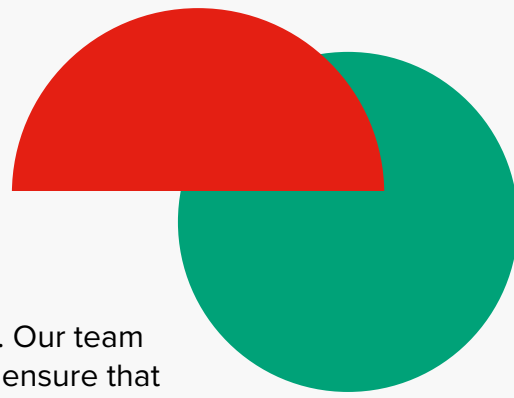
Step 3 is aimed at young people between 16-19 years and provides the knowledge needed to progress in vocational areas, including: childcare, business and marketing, construction and digital media.

These courses can lead towards work experience, supported internships and employment.

Note: Step 1 and Step 2 courses are for young people (aged 16- 24 years) who have an EHCP or are referred through professional partnerships such as career advisors or head teachers.



From course choices and completing your application, to understanding the academic, financial and social support available to you, our team are here to help.



Finding the perfect course

Choosing the correct study level and course for you isn't always easy. Our team can help you to understand your skills, experience and aspirations to ensure that you start at the correct level, in a subject area or career that you want to pursue.

You can find out more about subject areas and specific course information sheets at:
www.northumberlandskills.co.uk/school-leavers

Securing your place on a course

First of all, you need to complete an application – this gives us all the information we need so you can study with us. Once you have completed an application, you'll be called for an interview so that we can find out which course is perfect for you. Interviews may take place in person, online or over the telephone.

From here, enrolling is easy as our team of advisors will assist every step of the way to secure your place and give you all the information you need to start your journey.

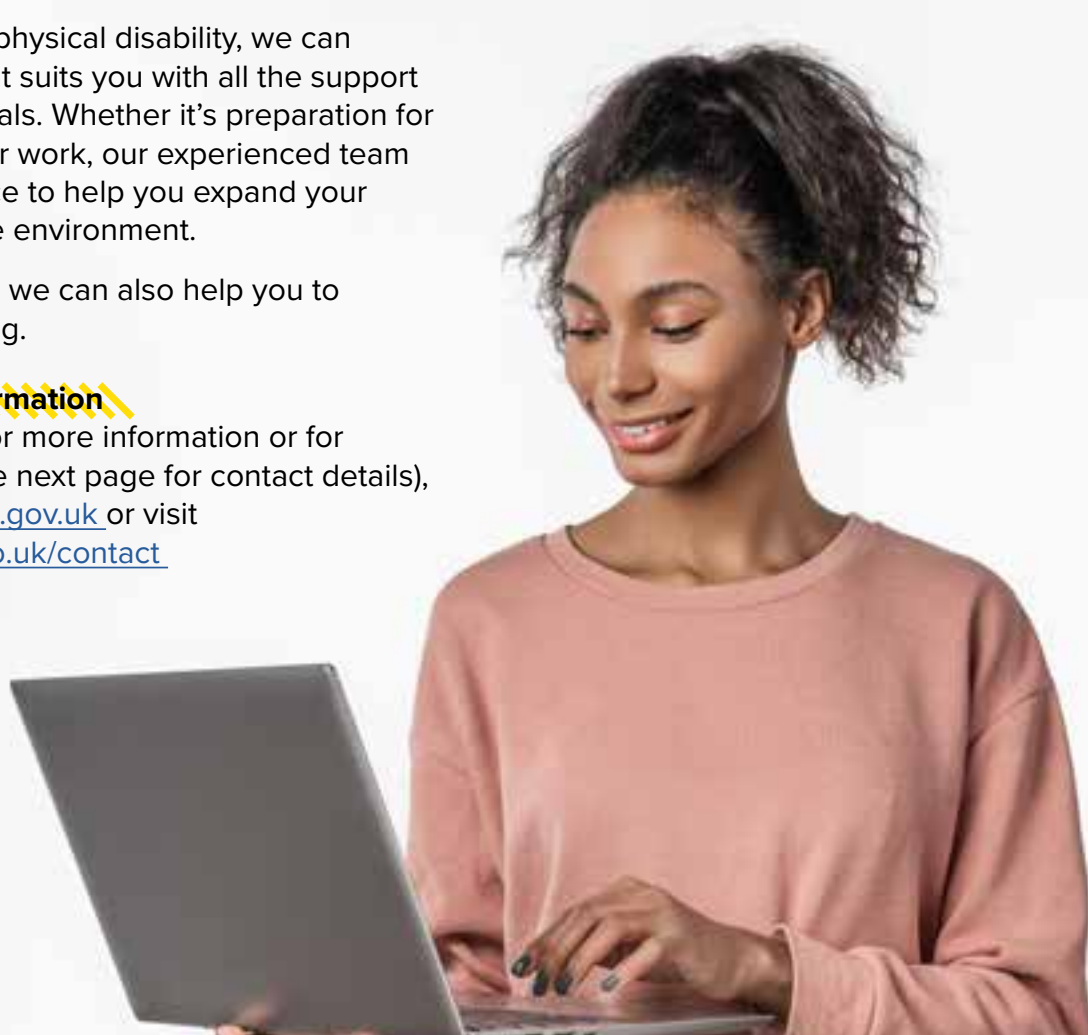
Providing support for learners with a disability and/or learning difficulty

If you have SEND, ASD, or a physical disability, we can create a training pathway that suits you with all the support you need to achieve your goals. Whether it's preparation for adulthood or gaining skills for work, our experienced team have the skills and experience to help you expand your horizons in a safe, supportive environment.

When you finish your course, we can also help you to secure work or further training.

Next steps and contact information

Contact your local campus for more information or for advice and guidance (see the next page for contact details), email learn@northumberland.gov.uk or visit www.northumberlandskills.co.uk/contact



YOUR SUPPORT NETWORK EXPLAINED

MY FUTURE STARTS HERE

How to find out more and next steps

Come and find out more about our wide range of courses, see our facilities and get a taste of student life by visiting one of our campuses.

Our campuses and enrolment lines are open (contact details listed below for each location) so that you can quickly secure your place or get in touch for further advice and guidance.

We offer courses for school leavers at many of our locations across Northumberland, see the map and addresses below for further details about our campuses running study programmes for school leavers. You can also email us to find out more at learn@northumberland.gov.uk



With campuses across the county, you don't have to travel far to be inspired - live and learn local with Northumberland Skills.



ALNWICK CAMPUS

Lindisfarne Road Alnwick,
NE66 1AX. Tel: 01670 623 691

BERWICK CAMPUS

Walkergate, Berwick upon Tweed,
TD15 1DB. Tel: 01670 626 107

BLYTH CAMPUS

Sports Centre Blyth,
NE24 5BT. Tel: 01670 622 099

PORT OF BLYTH CAMPUS

Port Training Services,
Quay Road, Blyth, NE24 3PA.
Tel: 01670 622 099

FUSE PRUDHOE CAMPUS

Moor Road Prudhoe, NE42 5LJ.
Tel: 01670 623 689

HAYDON BRIDGE CAMPUS

Haydon Bridge High School,
NE47 6LR. Tel: 01670 622 258

MORPETH CAMPUS

Cottingwood Lane, Morpeth,
NE61 1DN. Tel: 01670 622 257

SEGHILL CAMPUS

Pitt Lane, Seghill, NE23 7EB.
Tel: 01670 622 099

Whatever you want to be, be an apprentice

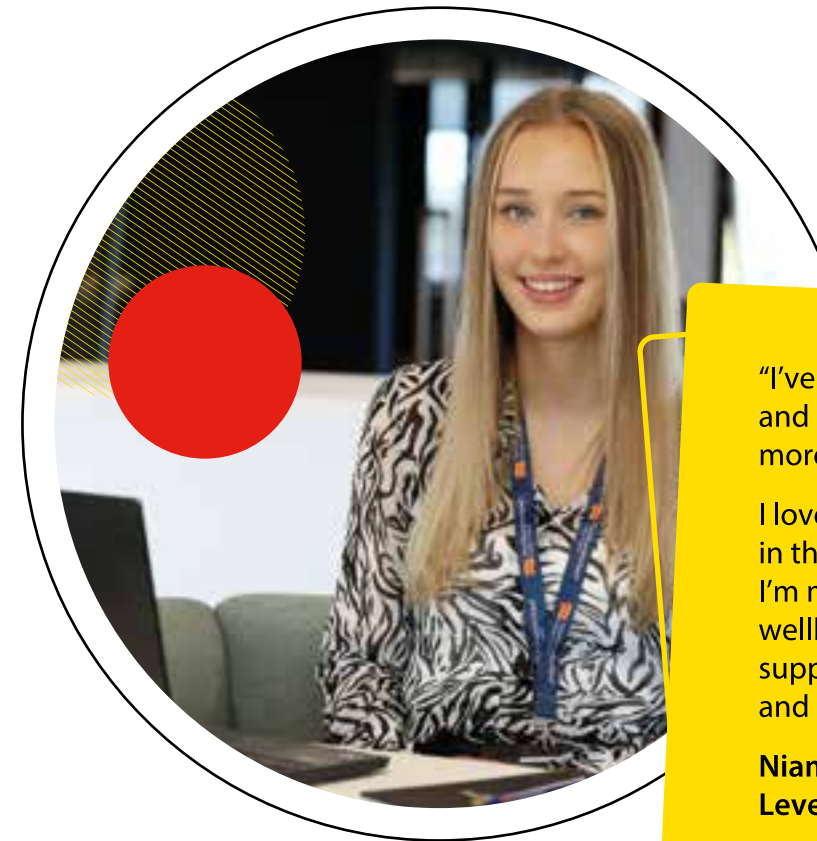
Gain a real qualification, whilst earning a real wage from an employer. With an apprenticeship, you'll get the best of both worlds as you earn while you learn.

Kick start your career with an apprenticeship training programme from Northumberland Skills

Whether you want to be a bricklayer or a joiner, a teaching assistant or a care worker, or to progress your career in a business environment; we can help you to gain the knowledge and accredited qualifications you need to succeed.

If you want to earn a salary whilst gaining a trade or learning new skills to boost your career opportunities, an apprenticeship training programme with Northumberland Skills is a great choice.

Apprenticeships offer a mix of training and skills development plus on-the-job work with an employer. This means you'll have a paid job with an employer and be a working member of their team, whilst continuing to develop skills essential to your job and personal development.



"I've always been interested in healthy lifestyles and helping others, and I can't wait to take on more responsibility once I've found my feet."

I love putting my new knowledge into practice in the workplace and I'm proud of the difference I'm making to so many lives through health and wellbeing initiatives. Plus, everyone is so supportive - my manager listens to my ideas and I have felt part of the team since day one."

Niamh Macintyre,
Level 3 Health and Wellbeing Apprentice.

How do I find out more and get started?

If you need advice and guidance about your next steps or have any questions about how an apprenticeship could work for you, get in touch with Lyndsay James in the Northumberland Skills team on 01670 622 099 or email apprenticeships@northumberland.gov.uk



www.northumberlandskills.co.uk



Learn. Discover. Grow. with Northumberland Skills

We can help you to gain the qualifications you need for work or further study after leaving school, and we'll support you every step of the way. With campuses across the county, we can offer you an education programme at one of our locations across Northumberland.

ALNWICK | BERWICK | HAYDON BRIDGE | HEXHAM | MORPETH | PORT OF BLYTH | PRUDHOE | SEGHILL

Secure your place for September and enrol now. Our campuses and enrolment lines are open so that you can get your questions answered and secure your place to study with us.

DISCLAIMER

Northumberland Skills takes all reasonable steps to provide the services and courses described in this prospectus. However, it does not guarantee the provision of such services. The provision of courses is dependent on there being sufficient demand and funding to make their operation viable. The information provided in this brochure is, to the best of our knowledge, accurate at the time of going to print. We accept no liability for any errors or omissions and we reserve the right to alter, amend or remove courses listed without notice.

OTHER FORMATS

If you need this information in large print, Braille, Audio, or in another format or language please contact us: 01670 622 099. If you are Deaf or can't speak on the phone, contact us using Relay UK. Download the Relay UK app or using your existing text phone prefix our dedicated text Relay number: 018001 01670 623 515. British Sign Language users can contact us using an online sign language interpreting service: northumberlandcc-cs.signvideo.net

KEEPING EVERYONE SAFE

Please note that all learners will be required to follow health and safety procedures aligned to government guidelines, including appropriate use of PPE and social distancing.



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