

# Learning and Skills

## Course Directory

Winter 2024

### Adult Courses

**FREE  
Air Fryer**  
– with our Life  
Skills courses  
on page 6!

**ON  
POINT**  
APPRENTICESHIPS

**ON POINT Apprenticeships**

- A guide for Parents and Young People

View all courses NOW  
[www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)

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## How to enrol

Join the thousands of people who enrolled and paid online last term. You can do this by visiting [www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)

### How to view more course information and enrol online

- 1 Go to [www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)
- 2 Click the **search** feature in the top right
- 3 Enter the name of your chosen course
- 4 From the results click your chosen course
- 5 You should now see the course information
- 6 To enquire or enrol, complete the form on the course page and one of our staff will call you. We can provide you with more information or a link for you to enrol online direct.



**Why not use our web chat and speak to an advisor during office hours.**

Out of office chats will be sent and our staff will respond the next working day.

## Internet for Beginners – Support available

**Do you need help to set up an email address, book your course or with online shopping?**

Our friendly tutors will support you with using the internet for the first time, or with building your confidence.

**Contact our team for more information:  
0191 433 8646**



# Apprenticeships and Staff Training

See page 7  
for more  
details

**ON  
POINT**

APPRENTICESHIPS



For venue abbreviations go to page 14.

Course Title	Venue	Start date	Course fee	No of months
Assessor Coach Level 4 Apprenticeship	Flexible	Flexible	Call	15 months
Business Admin Level 3 Apprenticeship	W	Flexible	Call	12 months +
Career Development Professional Level 6 Apprenticeship	W	Various	Call	24 months
Community Activator Level 2 Apprenticeship	W	Flexible	Call	18 months
Community Sport and Health Officer Level 3 Apprenticeship	W	Flexible	Call	16 months
Content Creator Level 3 Apprenticeship	W	Flexible	Call	12 months +
Cultural Learning Participation Officer Level 3 Apprenticeship	flexible	flexible	Call	15 weeks
Customer Service Level 2 Apprenticeship	W	Flexible	Call	12 months +
Customer Service Level 3 Apprenticeship	W	Flexible	Call	15 months +
Data Specialist for Business Admin Level 3 Apprenticeship	W	Flexible	Call	15 months +
Early Years Educator Level 3 Apprenticeship	W	Flexible	Call	18 months
Early Years Practitioner Level 2 Apprenticeship	W	Flexible	Call	12 months
Employability Support Advisor Level 4 Apprenticeship	W	Various	Call	24 months
Learning and Skills Teacher Level 5 Apprenticeship	Flexible	Flexible	Call	24 months
ICT Lead Technician Level 4 Apprenticeship	W	Various	Call	24 months
Learner Mentor Level 3 Apprenticeship	W	Flexible	Call	12 months
Learning and Development Practitioner Level 3 Apprenticeship	W	Flexible	Call	18 months
Operations or Departmental Manager Level 5 Apprenticeship	W	Flexible	Call	18 months +
Sales Executive Level 4 Apprenticeship	W	Flexible	Call	12 months +
Teaching Assistant Level 3 Apprenticeship	W	Flexible	Call	18 months
People Leadership Level 3 Apprenticeship	W	Flexible	Call	12 months +
Business Admin Level 4 diploma	W	Flexible	£1495	12-15 months
Careers Guidance and Development Level 6 Diploma	GI/Flexible	Flexible	£2850	18 months
Careers Information and Advice Level 4 Diploma	Flexible	Flexible	£2000	12 months
Information, Advice and Guidance Level 3 and 4 Diploma	Flexible	Flexible	From £1000	12 months
Principles of Dementia Care Level 2 Certificate	W	Flexible	£800	9 months

## 6 week fast track traineeship course: Introduction to Apprenticeships Level 3

Venue: Gateshead Interchange Start date: Flexible, Fridays, 11am – 1pm

For more information call the Business Development Team on 0191 433 8727 or email [training@gateshead.gov.uk](mailto:training@gateshead.gov.uk)

# Adult Courses

We offer a wide range of skill-building and leisure courses across Gateshead and online to help you learn, grow and thrive. They're open to anyone over the age of 19.

**Most of our courses are free to anyone eligible for Universal Credit or ESA.**

**For venue abbreviations go to page 14.**

Course Title	Start Date	Start Time	End Time	Day(s) of Week	Number of Weeks/Sessions	Study Location	Price
<b>Art</b>							
Essential Skills in Drawing and Painting	16/01/2024	7pm	9pm	Tuesday	5	GI	£65.00
Essential Skills in Drawing and Painting	27/02/2024	7pm	9pm	Tuesday	5	GI	£65.00
Portraiture: Beyond a Likeness	18/01/2024	6.30pm	8.30pm	Thursday	5	GI	£65.00
Portraiture: Beyond a Likeness	29/02/2024	6.30pm	9.30pm	Thursday	5	GI	£65.00
NCFE L1 Creative Craft - Exploring Art	12/01/2024	10am	12pm	Friday	20	GI	£200.00
NCFE L1 Creative Craft - Painting with Oils	12/01/2024	1pm	3pm	Friday	20	GI	£200.00
Art: Watercolours for beginners NCFE E3	17/01/2024	6pm	8.30pm	Wednesday	10	BC	£125.00
Botanical Drawing	24/02/2024	10am	3.30pm	Saturday	2	GI	£65.00

## Craft

Cake Decorating and Sugarcraft NCFE L1	18/01/2024	6.15pm	8.15pm	Thursday	20	GI	£248.00
Cake Decorating and Sugarcraft NCFE L1	15/01/2024	10am	12pm	Monday	20	GI	£248.00
Macrame for Creative Wellbeing	18/01/2024	1pm	3pm	Thursday	5	GI	£50.00
Country Crafts at Chopwell Bank	17/01/2024	10am	12pm	Wednesday	10	CB	£0.00
Enameling and Jewellery Making NCFE L1	18/01/2024	12.30pm	3pm	Thursday	20	BGCC	£310.00

## Craft - Glass

Advanced Stained Glass	06/01/2024	10am	3.30pm	Saturday	4	BGCC	£130.00
Fused Glass NCFE L2 in Creative Craft	12/01/2024	6.30pm	8.30pm	Friday	20	BGCC	£200.00
Fused Glass for Creative Wellbeing	18/01/2024	9.30am	12pm	Thursday	10	BGCC	£125.00
Fused Glass for Everyone	18/01/2024	6.30pm	8.30pm	Thursday	10	BGCC	£130.00
Fused Glass NCFE E3 Award in Creative Craft	18/01/2024	1pm	3.30pm	Thursday	10	BGCC	£125.00
Stained Glass for Beginners	20/01/2024	10am	3.30pm	Saturday	2	GI	£65.00
Stained Glass Mosaic Workshop	27/01/2024	10am	3.30pm	Saturday	1	BGCC	£32.50





Course Title	Start Date	Start Time	End Time	Day(s) of Week	Number of Weeks/Sessions	Study Location	Price
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## Craft - Silversmithing

Silversmithing for Wellbeing Sundays	21/01/2024	10am	3.30pm	Sunday	4	BGCC	£100.00
Silversmithing for Creative Wellbeing	17/01/2024	4pm	6pm	Wednesday	10	BGCC	£100.00
Advanced Silversmithing	12/01/2024	1pm	4pm	Friday	10	BGCC	£150.00

## Dressmaking and Sewing

Learning for Leisure: Dressmaking	15/01/2024	3.30pm	5.30pm	Monday	10	WCC	£130.00
Dressmaking and Sewing for Wellbeing	15/01/2024	12.30pm	3pm	Monday	10	WCC	£125.00
Dressmaking and Sewing for Wellbeing	16/01/2024	9.30am	12pm	Tuesday	10	WCC	£125.00
Sewing for All: Wellbeing	16/01/2024	12.30pm	3pm	Tuesday	10	WCC	£125.00
Sewing for All: Wellbeing	17/01/2024	12.30pm	3pm	Wednesday	10	BGCC	£125.00
Dressmaking and Sewing for Wellbeing	17/01/2024	9.30am	12pm	Wednesday	10	BGCC	£125.00
An Introduction to Millinery (Hat-Making) for Creative Wellbeing	16/01/2024	1pm	3pm	Tuesday	10	GI	£100.00
Patternmaking L1 NCFE	18/01/2024	9.30am	12pm	Thursday	20	GI	£250.00
Upcycle your clothes L1 NCFE	18/01/2024	12.30pm	3pm	Thursday	20	GI	£250.00

## Digital Skills

Laptop, iPad or Tablet for Beginners	17/01/2024	10am	12pm	Wednesday	10	GI	£100.00
Laptop, iPad or Tablet for Improvers	16/01/2024	10am	12pm	Tuesday	10	GI	£100.00
Laptop, iPad or Tablet for Beginners	16/01/2024	1pm	3pm	Tuesday	5	LFL	£0.00
Laptop, iPad or Tablet for Beginners	27/02/2024	1pm	3pm	Tuesday	5	LFL	£0.00
Email for Beginners	09/01/2024	9.30am	11.30am	Tuesday	11	GI	Free
Learn to Shop: Online	09/01/2024	1.30pm	3:30pm	Tuesday	11	GI	Free

## History & Science

Ancestry: Learn How to Trace Your Family History	17/01/2024	10am	12pm	Wednesday	10	GI	£100.00
Local History	17/01/2024	1pm	3pm	Wednesday	10	GI	£100.00

## Languages

Italian for Complete Beginners	15/01/2024	10am	12pm	Monday	5	GI	£50.00
Italian for Complete Beginners	26/02/2024	10am	12pm	Monday	5	GI	£50.00

Course Title	Start Date	Start Time	End Time	Day(s) of Week	Number of Weeks/Sessions	Study Location	Price
<b>Life Skills</b>							
Barista Training	15/01/2024	10am	12 noon	Monday	5	CB	Free*
Cooking on a Budget	15/01/2024	1pm	3pm	Monday	5	CB	Free*
Cooking on a Budget	16/01/2024	10am	12pm	Tuesday	5	OB4L	Free*
Learn to Sell Online	18/01/2024	12.30pm	2.30pm	Thursday	1	B	Free*
Cooking on a Budget**	Flexible	tbc	tbc	tbc	5	Flexible	Free*
Learn to Sell Online	Flexible	tbc	tbc	tbc	1	Flexible	Free*

**FREE Air Fryer with our Cooking on a Budget course!**

\* Eligibility criteria applies (19+, Gateshead resident or worker)  
 \*\* FREE Air Fryer with this course only.

## Music and Performance

Ukulele for Everyone	31/01/2024	10am	12pm	Wednesday	10	GI	£100.00
Guitar for Everyone	31/01/2024	1pm	3pm	Wednesday	10	GI	£100.00
An Introduction to Songwriting	31/01/2024	3.30pm	5.30pm	Wednesday	10	GI	£100.00
An Introduction to Music Production	31/01/2024	6pm	8pm	Wednesday	10	GI	£100.00

## Pottery

Pottery for Creative Wellbeing	15/01/2024	9.30am	12pm	Monday	10	BGCC	£168.75
Pottery for Creative Wellbeing	15/01/2024	12.30pm	3pm	Monday	10	BGCC	£168.75
Pottery for Creative Wellbeing	12/01/2024	5.30pm	8pm	Friday	10	BGCC	£168.75
Pottery for Creative Wellbeing	16/01/2024	4.30pm	6.30pm	Tuesday	10	BGCC	£135.00
Pottery NCFE Level 2 Award in Creative Craft	16/01/2024	1pm	3.30pm	Tuesday	20	BGCC	£337.50
Pottery NCFE Level 2 Award in Creative Craft	16/01/2024	7pm	9.30pm	Tuesday	20	BGCC	£337.50
Pottery for Creative Wellbeing	15/01/2024	6.30pm	9pm	Monday	10	BGCC	£168.75
Pottery for Creative Wellbeing	12/01/2024	10am	12.30pm	Friday	10	BGCC	£168.75
Pottery for Creative Wellbeing	17/01/2024	6.30pm	9pm	Wednesday	10	BGCC	£168.75



# DISCOVER ON POINT!

**ON  
POINT**

APPRENTICESHIPS



**On Point  
Apprenticeships  
information  
for parents**

**Apprenticeships  
explained**

**Join our  
community to  
get more from  
On Point**

**Call 0191 433 8727 Email [contact@onpoinapprenticeships.co.uk](mailto:contact@onpoinapprenticeships.co.uk)**

**[onpointapprenticeships.co.uk](http://onpointapprenticeships.co.uk)**

Brought to you by Gateshead Council

# Parents... discover On Point Apprenticeships

## Earn While You Learn

Looking for an alternative to 6th form, college or university where you can gain skills on the job and earn while you learn? Or are you interested in a career change? An apprenticeship could be right for you! Find your direction and discover your next steps with On Point Apprenticeships. We can help you get a job you'll love.

## Who are On Point Apprenticeships?

On Point Apprenticeships is the leading local authority provider of apprenticeships in England. We deliver apprenticeships for young people looking to start work and for adults looking to change careers.

## Looking for an alternative to 6th form, college or university?

Apprenticeships can be a great alternative to 6th form, college or university. They can provide a practical way for young people to develop skills, knowledge and behaviours that play a significant role in a successful career. An apprenticeship is a paid training programme with no need to take out a loan or have to move away from home.

## Aren't apprenticeships something new?

The first apprenticeship training programme was introduced in 1563, so they certainly aren't new. Apprenticeships are one of the oldest forms of training, helping young people learn new skills. Modern apprenticeships are a little different, from trade apprenticeships to business administration, sport, teaching, and even law. They provide a more vocational-focused way for young people to continue learning while being paid and without the barriers of high tuition fees.



## Why Choose On Point Apprenticeships?

On Point Apprenticeships have a unique recruitment service so we 'check out' all our employers, help design the job description, match young people to the job and help coach them through an interview.

We even provide extra training and work experience to anyone who is not quite ready to step into their first apprenticeship.



# Apprenticeships explained

## How do I become an apprentice?

Whether you're a school leaver or looking for a new direction with your career, apprenticeships can be a great way to learn new skills while you earn. You need to apply for an apprenticeship just like a full-time job. On Point can help you with that and you can find all of our live vacancies on our website. You will be contacted by our recruitment team to meet you in person or in an online meeting. We will discuss your application with a view to putting you forward for an interview.



## What is an apprenticeship?

An apprenticeship is a job where you'll learn, get experience and earn a wage. Rather than sit in a classroom for free you will be earning money every week. You will be employed by a company with a contract of employment and entitled to holiday leave. Apprenticeships can vary in lengths between 12 months and 6 years depending on the level. By the end of your apprenticeship, you'll have the appropriate skills and knowledge needed for your chosen career.

## Am I eligible to become an apprentice?

You must be 16 or over to become an apprentice and not already be in full-time education. On Point Apprenticeships is based in Gateshead, and we provide apprenticeships in the North East of England, so to be eligible, you must also live in England. While most people consider apprenticeships an option for young people, you can start an apprenticeship at any age.

## Why should I consider an apprenticeship?

If you're a school leaver, apprenticeships provide an alternative to 6th form, College or University. But you can become an apprentice at any age, and apprenticeships provide a practical way to develop your skills while working and earning.

You can start an apprenticeship whether you're starting your career, want a change, or you're upskilling in your current job. You can have a previous qualification, like a degree, and still start an apprenticeship. If you are considering a career change and already have an undergraduate degree, level 6 and level 7 apprenticeships can help you to progress.

## What are the different levels of apprenticeships, and what qualification will I finish with?

**Level 2** apprenticeships are classed as Intermediate and are equivalent once completed to GCSEs.

**Level 3** apprenticeships are classed as Advanced and are equivalent once completed to A Levels.

**Levels 4 & 5** apprenticeships are classed as Higher and are equivalent once completed to a Foundation Degree.

**Levels 6 & 7** apprenticeships are classed as Degree and are equivalent once completed to a Bachelor's Degree and Master's Degree.

**ON  
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APPRENTICESHIPS

For more info check out our blogs at  
**[onpointapprenticeships.co.uk](https://onpointapprenticeships.co.uk)**

## Join our On Point Community NOW and get:

- ✓ Information about apprenticeships
- ✓ Real life stories from real apprentices
- ✓ Notifications when it's the best time to apply
- ✓ High quality interview training
- ✓ Early access to vacancies



**[onpointapprenticeships.co.uk/registration](https://onpointapprenticeships.co.uk/registration)**



# Family Learning

Our heart is with the welfare and learning of children and their families. If you are a parent or carer, we will work with you and your family to learn together and build family relationships and bonds.

The team aims to build confidence, skills and knowledge so you can help your children with homework and understand school topics. Our courses are mostly FREE and are the first steps to gaining qualifications and getting a job.



**View our Family Learning Courses and enrol online NOW at [www.mylearningskills.co.uk/family-learning](http://www.mylearningskills.co.uk/family-learning)**

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## Maths, English, ICT & ESOL

We will work with you to help you improve your essential everyday skills in Maths, English ICT and ESOL (English for Speakers of Other Languages).

We also offer short courses in Maths that prepare you for a qualification. These are very popular with people who have not used Maths in a while and the sessions are very relaxed and supportive.

**To start one of our fantastic courses Call 0191 433 8646 or enrol online NOW at [www.mylearningskills.co.uk/maths-english-ict-esol](http://www.mylearningskills.co.uk/maths-english-ict-esol)**

**For more information, call 0191 433 8646 or email [learningskills@gateshead.gov.uk](mailto:learningskills@gateshead.gov.uk)**

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## Teaching and Learning

If you work within a school, nursery or activity centre, we will help you develop the skills and experience needed to work with adults, children and young people in a variety of locations.



**View our FULL list of amazing Teaching and Learning course and enrol online NOW at [www.mylearningskills.co.uk/teaching](http://www.mylearningskills.co.uk/teaching)**

**For more information, call 0191 433 8646 or email [learningskills@gateshead.gov.uk](mailto:learningskills@gateshead.gov.uk)**

# Young People 13-25+

Aged between 13-25? We can help you get the practical skills and work experience you need to work for an employer in the North East. You may join one of our many learners who move on from our courses to an apprenticeship or full-time job.

For more information about our courses for young people call 0191 433 8727 or email [apprenticeships@gateshead.gov.uk](mailto:apprenticeships@gateshead.gov.uk)

You can view our courses at [www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)



## Employability Skills

If you are unemployed, we can help. You may have been made redundant recently or been out of work for a while. Either way, we can help you:

- improve your IT skills to help you look for work
- work out what skills you have and what you can offer to employers
- apply for jobs and practice your interview skills
- gain new skills to help you get a job in a different sector

### Courses available

#### Workplace Skills:

- Health and Safety in the Workplace
- Problem Solving in the Workplace
- Time Management
- Equality and Diversity
- Employment Contracts and Payslips

#### Vocational Skills:

- Customer Service Skills
- Business Administration Skills

#### Employability Skills:

- Build your CV
- Job Search Skills
- Preparing for a Recruitment Interview
- Skills for Gaining Employment
- Successful Application Forms



You can view our courses at [www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)

or more information, call 0191 433 8646 or email [learningskills@gateshead.gov.uk](mailto:learningskills@gateshead.gov.uk)

# Provision for 16-24 year olds who have a learning difficulty and/or disability

Our further education offer is designed to support young people with learning difficulties and/or disabilities to succeed and progress in a safe and inclusive learning environment.

As a young person you will have a choice of **three** pathways:

- Our **Community Learning SEND Provision** which includes courses based around the Preparing for Adulthood Outcomes. This pathway aims to support you to develop and improve your confidence and independence in and around: independent living skills, taking part in the local community, making good choices relating to health and exploring next steps after college. You will also have access to a range of Personal Development courses.
- Our **Employability and Careers Pathway** will also include courses around the Preparing for Adulthood outcomes however there will be more focus on gaining the skills needed to find employment including work placements.
- **Supported Internships:** If you are a young person with an **EHCP** you may be able to access our exciting new Supported Internship programme that is due to launch in September 2023. On a Supported Internship you will have a personalised study programme and will have access to a work placement within Gateshead Council for up to four days a week.

Our provision provides real opportunities for learners to prepare for the next stage of their life, whether that is work, independent living or further learning.

**If you'd like more information about the different pathways please call 0191 433 8770 or email [learningskills@gateshead.gov.uk](mailto:learningskills@gateshead.gov.uk)**

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# Provision for adults (25+) who have a learning difficulty and/or disability

Our further education offer is designed to support adults over the age of 25 with learning difficulties and/or disabilities to enjoy a range of educational and personal development courses in a safe and inclusive learning environment.

You will have a choice of **two** pathways:

- Our **Community Learning SEND Provision** aims to support you to develop and improve your confidence and independence in and around: independent living skills, taking part in the local community, making good choices relating to health and exploring next steps after college. You will also have access to a range of Personal Development Courses to further explore your hobbies and interests and gain new skills and knowledge.
- Our **Employability and Careers Pathway** could be for you if you'd like to explore different jobs and careers and develop the skills needed to find a job in the future.

**If you'd like more information about what we can offer please call 0191 433 8770 or email [learningskills@gateshead.gov.uk](mailto:learningskills@gateshead.gov.uk)**

# Our Venues

## Gateshead Interchange – GI

West Street, Gateshead NE8 1BH

Situated in the middle of Gateshead Travel Interchange, this really is the hub for the majority of our learning. It is very easy to get to using most forms of public transport.

Classrooms are kitted out with the latest ICT technology with a guest wifi available.

Gateshead Interchange is a new hub for our arts, crafts and creative courses and has state of the art facilities to deliver everything from painting and drawing to dressmaking.

- |             |  |             |  |
|-------------|--|-------------|--|
| <b>B</b>    | <b>Baltic Centre for Contemporary Arts</b><br>South Shore Road, Gateshead NE8 3BA  | <b>LFL</b>  | <b>Low Fell Library</b><br>Durham Rd, Low Fell, Gateshead<br>NE9 6HT                 |
| <b>BC</b>   | <b>Birtley Centre</b><br>15 Kinross Close, Birtley,<br>Chester-le-Street DH3 2HG   | <b>LLCC</b> | <b>Leam Lane Community Centre</b><br>129 Cotemedede, Gateshead NE10 8QH              |
| <b>BGCC</b> | <b>Bensham Grove</b><br>Sidney Grove, Gateshead NE8 2XD  | <b>O</b>    | <b>Online</b><br>Courses are delivered online  |
| <b>BMCC</b> | <b>Blackhall Mill Community Centre</b><br>Herons View Cottage, 20 River View,<br>Blackhall Mill, Newcastle upon Tyne<br>NE17 7TQ | <b>OBAL</b> | <b>OneBody4Life Studio</b><br>Fewster Square, Leam Lane NE10 8XQ                     |
| <b>CB</b>   | <b>Chopwell Bank</b><br>19 Derwent St, Chopwell, Newcastle<br>upon Tyne NE17 7HU   | <b>PH</b>   | <b>Pattinson House</b><br>Pattinson Gardens Gateshead<br>NE10 0AL                    |
| <b>DCC</b>  | <b>Deckham Community Centre</b><br>207 Split Crow Road, Gateshead<br>NE8 3UB   | <b>RCC</b>  | <b>Re-Co-Co</b><br>The Bowling Pavilion, Saltwell Park,<br>Gateshead                 |
| <b>EH</b>   | <b>Edberts House</b><br>17-23 St Edmunds Drive, High Lanes,<br>Gateshead, NE10 9AE   | <b>SA</b>   | <b>Salvation Army</b><br>Tennyson Court, Sunderland Road,<br>Gateshead NE8 3EY       |
| <b>FGC</b>  | <b>Felling Community Centre</b><br>Crowhall Towers, Crowhall Lane,<br>Felling, Gateshead, NE10 0NF                               | <b>SCCC</b> | <b>St Chad's Community Centre</b><br>21 Liddell Terrace, Gateshead NE8 1YN           |
| <b>GC</b>   | <b>Gateshead Clubhouse</b><br>Worcester Green, Gateshead NE8 1NH   | <b>SOTA</b> | <b>The State of the Art</b><br>Dryden Centre, Evistones Road,<br>Gateshead NE9 5UR   |
| <b>GMC</b>  | <b>Gateshead Muslim Centre</b><br>2 Westbourne Avenue, Gateshead NE8<br>4NP  | <b>TDC</b>  | <b>The Dryden Centre</b><br>Evistones Road, Low Fell, Gateshead<br>NE9 5UR           |
| <b>HH</b>   | <b>Highfield House</b><br>66-68 Whinfield Terrace, Highfield,<br>NE39 2LY  | <b>W</b>    | <b>Your Workplace</b>  |
| <b>HS</b>   | <b>Hive Salon</b><br>109-111 Blythe Terrace, Birtley,<br>Chester-le-Street DH3 1DW   | <b>WCC</b>  | <b>Wrekenton Community Centre</b><br>High Street, Wrekenton, Gateshead<br>NE9 7JR    |
|             |  | <b>WS</b>   | <b>Whickham School</b><br>Burnthouse Lane, Whickham,<br>Newcastle Upon Tyne NE16 5AR |

# Important information

**North of Tyne Combined Authority Residents:** If you are a resident from the North of Tyne Combined Authority you may not have access to funding to support your learning programme unless your course is directly aimed towards maths, English, ICT and employment. Please refer to the Course information Sheet for your programme; [www.mylearningskills.co.uk](http://www.mylearningskills.co.uk)

## Our facilities

Gateshead Council Learning and Skills deliver courses in a wide range of learning venues across the borough. This means you can access learning locally in community centres, schools, libraries and council buildings. You can be guaranteed a friendly face and an extra special learning experience. We care about the welfare of our learners so we ensure that you are helped every step of the way.

## Our prices

**Please note all of our prices are subject to change.** Different courses will cost different amount depending on what you are studying.

**Unfunded** – Some of our courses are not funded by the government and therefore we must charge a fee for these. This will be different for each course, and we will always tell you what this fee is.

**Full Price** – We charge a fee for some of our courses. In most cases we will not charge you more than £5 per hour. However, we sometimes need to charge you more than this but will make sure we will tell you when you enrol.

**Discounted Rates** – If you earn under the national living wage (£20,319) then you may be eligible for a discount on our courses. Contact us on 0191 433 8646.

**Free** – Some of our courses are free and this will be listed in our prospectus and our website. If you are on benefits, you will not pay a fee.

## Getting a concession

You can qualify for a concession if you earn under the National Living Wage or in receipt of Job Seekers' Allowance or Employment and Support Allowance (Work Related Activity Group) for those seeking skills training to help you into work. If you receive any other benefit such as Income Support or Disability Living Allowance and are enrolling on a course to help you gain skills to move into employment. Then you may also qualify for a concession.

If you think you qualify for a concessionary or discounted rate, you must bring evidence to support this when you enrol, such as benefit documentation. If you are over 60 or under 19 you must also bring evidence of this. We will also ask you for your National Insurance number. Please ensure that you bring this with you when you enrol.

## Choosing the right course for you

When you enrol we will give you information on the course and answer any questions you may have. We have different levels of qualifications:

**Entry Level.** Aligned to the skills level of the National Curriculum, this level is for beginners.

**Level 1.** Designed for people who have either completed an Entry Level 3 or beginners course, or who have some knowledge or experience in the subject.

**Level 2.** Designed for people who already have quite a good knowledge of the subject and are becoming competent.

**Level 3.** For those advanced in the subject.

**Level 4 and above.** Specialist qualifications for those highly advanced in the subject.

**All.** A mixed ability class suitable for all levels.

## Cancellations

Learning and Skills can't guarantee that all courses advertised will proceed. If there are insufficient numbers enrolling, courses may be cancelled. If you have enrolled, every effort will be made to find you an alternative course or refund your fees in full.

## Supporting your learning

If you think you need help with completing your accredited learning programme, please contact us. We can help with things such as:

- Travel costs
- Childcare costs
- English and maths
- Specialist equipment
- One to one support

Please speak to the enrolling officer, tutor at any time or call Learning and Skills on 0191 433 8646 or email [learningSkills@gateshead.gov.uk](mailto:learningSkills@gateshead.gov.uk)

## Additional costs

You may need to buy equipment or materials relating to the learning programme. This will be explained to you when you enrol. If you think you may need assistance with paying for these, please speak to the enrolling officer or tutor at any time.

## Equality, diversity and inclusion

Gateshead and the North East is a wonderfully diverse place to live. We want to celebrate that, so we will make sure:

- all our learners feel welcomed and are supported in their learning
- our learners and staff are protected from harassment, bullying and discrimination and act on any incidents including those that occur at external employers or venues
- we encourage through our teaching sessions, a wider understanding and tolerance of people from all backgrounds

If you would like to see a copy of our Inclusion Statement, please call 0191 433 8646.

## Staying safe

We are committed to keeping all our learners and staff safe. We will:

- make sure all learners and staff understand our safeguarding policy and how to report a concern
- increase awareness of key issues in our teaching sessions so you have a wider understanding of how to stay safe
- promote British Values
- work across Gateshead and the North East to protect the welfare of our learners

**If you would like to speak to someone or have any concerns, please contact your tutor or call our designated person on 0191 433 8646 or email [safeguardingadultlearning@gateshead.gov.uk](mailto:safeguardingadultlearning@gateshead.gov.uk)**

## Quality

We are proud of the high-quality learning we provide. We want to make sure we get things right, so we will:

- ask you to tell us about yourself and any learning you have done before, so we can make sure we are meeting your needs
- encourage you to set yourself goals so you know what you need to do on the course
- ask you to let us know when we get things right, and anything we need to do to improve.

## Information, advice and guidance

We have a team of experts who can help you decide what you want to do. This includes:

- giving you more information about a course so you can check it's the right one for you
- help with deciding on your next or higher level course
- support finding work or improving your chances of promotion
- guidance on careers and what qualifications or experience you may need

Just ask us by calling 0191 433 8646.



# Are you 19+ and unemployed?

Have you thought about a career in **health, care or administration?**



Our **Step into Work** programme can support you to become part of the NHS or Gateshead Health team.

For more information email [samanthakarim@gateshead.gov.uk](mailto:samanthakarim@gateshead.gov.uk)

Working in partnership with



## Are you an employee, manager or an employer?

Get £1,000 for recruiting an apprentice



### Apprenticeships available in:

- Business Admin
- Digital Marketing
- Sales and Team Leading
- Nursery Assistant and Sports Coaching

*Gateshead Council Learning and Skills works with employers all over the North East, not just in Gateshead.*

### Increase profit and revenue NOW!

Call us now on **0191 433 8727** or email [apprenticeships@gateshead.gov.uk](mailto:apprenticeships@gateshead.gov.uk)

Connect with us on LinkedIn – search 'Gateshead Council learningSkills'

## Did you know we deliver 100's of courses in care?



They can improve your career opportunities or start a new career in care.

All courses are fully funded and include:



- Mental health
- Medication
- Dementia
- Dom and community care

### Interested?

For more information email [samanthakarim@gateshead.gov.uk](mailto:samanthakarim@gateshead.gov.uk)