Unemployed and seeking work? Your course may be free. Ask for details.

Apprenticeship opportunities available. See inside for more information.

Employed, but earning a low wage? Your course may be free. Ask for details.
Centre Information

Newcastle City Learning at Gosforth
Gosforth Library and Learning Centre,
Regent Farm Road, Newcastle upon Tyne, NE3 3HD.
Phone: 0191 277 1630
Email: newcastlecitylearning@newcastle.gov.uk
Web: www.newcastlecitylearning.ac.uk

Room Hire available – ask for details

Newcastle City Learning at Heaton Centre including
Skills for Life office
The Heaton Centre, Trewhitt Road, Heaton,
Newcastle upon Tyne, NE6 5DY.
Phone: 0191 278 2818
Email: newcastlecitylearning@newcastle.gov.uk
Web: www.newcastlecitylearning.ac.uk

Newcastle City Learning at Westgate
including ESOL and Family Learning offices
Westgate College, West Road, Fenham
Newcastle upon Tyne, NE4 9LU.
Phone: 0191 277 3520
Email: newcastlecitylearning@newcastle.gov.uk
Web: www.newcastlecitylearning.ac.uk

Room Hire available – ask for details

We also run classes at other centres such as
• City Library
• Gosforth Academy
• Laing Art Gallery
Ask at enrolment for the location and facilities of
your chosen venue.

Our Reception opening times

Gosforth Library and Learning Centre
Term time  Monday to Thursday 8.30am – 8pm
Friday 8am – 4pm
Holidays  Monday to Friday 8am – 4pm.
Please note we are closed on Bank Holidays.

Heaton Centre
Term time  Monday and Tuesday 8am – 4.30pm
Wednesday and Thursday 8.30am – 8pm
Friday 8am – 4pm
Holidays  Monday to Friday 8am – 4pm.
Please note we are closed on Bank Holidays.

Westgate College
Term time  Monday to Thursday 8.30am – 8pm
Friday 8am – 4pm
Holidays  Monday to Friday 8am – 4pm
Please note we are closed on Bank Holidays.

Holiday periods: 22 July – 30 August,
28 October – 1 November

At times when centres are closed, online enrolment is
still available at www.newcastlecitylearning.ac.uk for
most courses.

Facilities Key

Blue Badge Holder  Lift
Parking

Accessible Crèche  Minicom

Wheelchair Access  Hearing Loop

Accessible Toilets  Accessible Café/ Refreshments

These symbols show which accessibility features each
venue has to offer.

If you have any other accessibility requirements please
contact us to discuss your individual needs on
0191 277 3520.

www.newcastlecitylearning.ac.uk  Autumn 2019
Welcome

Welcome to Newcastle City Learning's brochure for the new academic year. It’s packed full of interesting and exciting courses taught by our qualified and experienced team of staff.

It's our role to provide the skills you need for work, and in today's job market as new roles emerge it's never been more important to keep on learning. We are here to help you update your skills, or develop new ones; whether you’ve been out of learning for decades or you are coming back to try something different.

Adult education brings far reaching benefits; as well as helping you to gain employment, it can improve mental health and aid understanding of other cultures. It’s also a lot of fun! We want to challenge and motivate our learners to be the best they can be, so offer lots of help too. This includes careers advice, financial assistance, dyslexia support, and telephone counselling (for issues outside of your learning too). You can also get help with your English and Maths if you need it. It’s easy to enrol now. Many courses can be booked and paid for online. You can get advice and guidance about concessions and eligibility from our friendly, knowledgeable staff in our centres or by phone. Popular subjects like Accountancy, Counselling, Digital Skills, Horticulture, and Languages are all on offer, plus much more. We have extensive provision for Young People and for those with Learning Difficulties and Disabilities, including supported internships. We also work with employers to provide apprenticeships, and with those looking to become apprentices themselves in a multitude of industries.

We look forward to being your first choice for learning in the City.

Councillor Veronica Dunn, Cabinet member for Education and Skills

How to use this guide

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<th>Page</th>
</tr>
</thead>
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If you would like this publication in a different format please contact 0191 277 3520
How to enrol

Book online at www.newcastlecitylearning.ac.uk call our centres, or pop into our Gosforth, Heaton, or Westgate receptions (see page 2 for our Centre information).

What do I need to bring with me?

We are required to verify every learner’s identity and address at enrolment. When you enrol on your course, please bring one of the following original items with you:

- Passport
- Photo Driving Licence
- Armed Forces Service ID
- National Insurance Card/Letter
- Bank Credit/Debit Card
- Current utility bill, Council Tax bill or other government issued letter

If you enrol online or by phone, you will be required to bring this identification with you before you start your course. The evidence of your address must be dated within 3 months of your learning start date.

The listings will give you the level of the course, the day and time it runs, its location and cost. Our courses are colour coded. The table opposite will show you how much your course fees will be, or whether you will qualify for fee remission and get your course for free (No fee).

Most of our courses are funded by the Education and Skills Funding Agency (ESFA) which means that they cost you less (subject to meeting eligibility criteria). We follow the ESFA’s funding rules for adult education.

Learners must have been resident in the EEA (European Economic Area) for at least three years prior to their course to qualify for fee remission or our subsidised course fees of £3.20 per hour. Where this is not the case, learners are able to enrol on courses but are required to pay the full cost fee of £6.50 per hour. Please note ESFA funding rules, including residency criteria, are subject to change and may be amended.

If you have already completed this or a similar qualification in the past your course fee cannot be subsidised, fee remission will not apply and you could be asked to pay twice the course fee. We will check your previous learning and inform you if different charges apply.

There is a £5 enrolment deposit per course on blue courses for non-fee paying learners, which will be refunded on completion of the full course. There is a £5 enrolment deposit per course on yellow courses for non-fee paying learners which will not be refunded. This enrolment deposit will be shown as a £5 charge in the concessions column in the listings. Please note courses will only run if there are enough enrolments to make them financially viable.

However you choose to pay, if you leave your course after it has started, the full course fee is still payable, unless your reason for leaving would entitle you to a refund.

For further details ask our Gateway Team at our centre receptions.
**Red Courses** – These are our English, Maths and Family Learning courses where no fees or deposits are charged.

**Blue Courses** – These are accredited courses. Most of these courses are £3.20 per hour, with concessions available.

**Yellow Courses** – These are community learning courses. Most of these courses are £3.20 per hour, with concessions available.

**Concessions:** Learners are eligible for full fee remission (pay no fees) subject to meeting the criteria below:

**Specific income related benefits:**
- You receive Jobseeker’s Allowance (JSA), including those receiving National Insurance credits only.
- You receive Employment and Support Allowance (ESA).
- You receive Universal Credit, and your earned income from employment (disregarding benefits) is less than £338 a month (you are the sole adult in your benefit claim) or £541 a month (you have a joint benefit claim with your partner).

We can also use our discretion to fund other learners if both of the following apply
- You receive other state benefits (not listed opposite) and your earned income (disregarding benefits) is less than £338 a month (you are the sole adult in your benefit claim) or £541 a month (you have a joint benefit claim with your partner).
- You want to be employed or progress into more sustainable employment, and your earned income (disregarding benefits) is less than £338 a month (you are the sole adult in your benefit claim) or £541 a month (you have a joint benefit claim with your partner) and the course is directly relevant to your employment prospects and the local labour market needs.

**Low wage flexibility**
- You may qualify for full fee remission (No fee) if you meet the eligibility criteria for funding and you are employed but earning an annual gross salary of less than £16,009.50. You will need to provide a recent wage slip, Universal Credit statement, or current employment contract that states your gross monthly / annual wages.

---

<table>
<thead>
<tr>
<th>Provision</th>
<th>19 to 23-year-olds</th>
<th>24+ unemployed</th>
<th>24+ other</th>
</tr>
</thead>
<tbody>
<tr>
<td>English and Maths</td>
<td>No fee* (up to and including Level 2)</td>
<td>No fee*</td>
<td>No fee*</td>
</tr>
<tr>
<td>Level 2</td>
<td>No fee* (first and full)</td>
<td>No fee</td>
<td>Fee applies+</td>
</tr>
<tr>
<td>Learning to progress to Level 2</td>
<td>No fee^ (up to and including Level 1)</td>
<td>No fee</td>
<td>Fee applies+</td>
</tr>
<tr>
<td>Level 3</td>
<td>No fee* (first and full)</td>
<td>Loan-funded</td>
<td>Loan-funded</td>
</tr>
<tr>
<td></td>
<td>Loan-funded** (previously achieved full Level 3 or above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traineeship#</td>
<td>No fee (including 16 to 24-year-olds##)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English for Speakers of Other Languages (ESOL) learning up to and including Level 2</td>
<td>Fee applies+</td>
<td>No fee</td>
<td>Fee applies+</td>
</tr>
<tr>
<td></td>
<td>No fee – unemployed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning aims up to and including Level 2, where the learner has already achieved a first full Level 2 or above</td>
<td>Fee applies+</td>
<td>No fee</td>
<td>Fee applies+</td>
</tr>
<tr>
<td></td>
<td>No fee – unemployed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning aims up to and including Level 2, where the learner has not achieved a first full Level 2 or above</td>
<td>N/A</td>
<td>No fee</td>
<td>Fee applies+</td>
</tr>
</tbody>
</table>

* Must be delivered as one of the qualifications required for the legal entitlement.
*^ Must be delivered as entry or level one provision from local flexibility.
# Excludes flexible element where funding depends on age and level.
## 16 to 18-year-old learners must be eligible under the ESFA’s residency requirements.
** Availability of loans at Level 3 does not replace the legal entitlement to full funding for learners aged 19 to 23 undertaking their first full Level 3.
+ Low wage flexibility may apply.

---

**Green Courses** – These are our full cost courses. Most of these courses are £6.50 per hour. There are no concessions or discounts.

**Advanced Learner Loans** Courses that are Level 3 or above are not funded by the government and you may qualify for a loan to help pay your course fees. Our staff will be happy to speak to you about this and guide you through the process. If you are paying for your course with an Advanced Learner Loan we will need a copy of your entitlement letter from the Student Loan Company before we complete your enrolment. If the course is your first full Level 3 and you are aged 19-23 then the course will be free.
Progression – your Aspiration Pathway

The level of each course is shown in our course listings. And did you know we also offer higher level qualifications in subjects like Counselling and Management? Whatever your ambition or your personal starting point, we can offer advice on the right course or progression route to achieve your potential.

<table>
<thead>
<tr>
<th>Level 7</th>
<th>An example of a qualification at this level would be a Masters Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will develop complex levels of knowledge, enabling you to have original responses to complicated and unpredictable problems and situations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 6</th>
<th>An example of a qualification at this level would be a Degree with Honours or Degree Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will gain specialist, high-level knowledge of an area of work or study, to allow you to use your own ideas and research in response to complex problems.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 5</th>
<th>An example of a qualification at this level would be a Foundation Degree or the BTEC Level 5 Diploma in Therapeutic Counselling</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will increase your depth of knowledge and understanding of an area of work or study, so you can respond to complex problems and situations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 4</th>
<th>An example of a qualification at this level would be a Higher Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will undertake specialist learning, involving detailed analysis of a high level of information and knowledge in an area of work or study. This level is appropriate for people managing or developing others.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3 (Advanced)</th>
<th>An example of a qualification at this level would be the Access to HE Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will gain the ability to apply a range of knowledge, skills and understanding at a detailed level. This level is appropriate if you plan to go to University, work independently or in some cases supervise or train others in their field of work.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 (Intermediate)</th>
<th>An example of a qualification at this level would be GCSE (grades A*-C) or new GCSE Grade 4 and above or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will gain a good knowledge and understanding of a subject, and the ability to perform a variety of tasks with some guidance or supervision. This level is appropriate for many job roles.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1 (Improvers)</th>
<th>An example of a qualification at this level would be GCSE (grades D-G) or new GCSE Grade 3 and below or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will gain basic knowledge and skills and the ability to apply learning with guidance or supervision. This level may be linked to job competence.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Entry and Entry Level (Beginners)</th>
<th>Ideal for those returning to learning or just starting out</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will gain basic knowledge and skills and the ability to apply your learning in everyday situations.</td>
<td></td>
</tr>
</tbody>
</table>

Work towards your learning goal!
## Access to Higher Education – see pages 34-35

<table>
<thead>
<tr>
<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
<th>Enrol Online</th>
<th>Full Fee £</th>
<th>Conc £</th>
<th>Course Code</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access to Higher Education Diploma – Health</td>
<td>Advanced 3</td>
<td>Various</td>
<td>Various</td>
<td>36</td>
<td>Westgate College</td>
<td>No</td>
<td>3,384.00</td>
<td>5.00</td>
<td>Q0A1600B</td>
<td>02/09/19</td>
</tr>
<tr>
<td>2</td>
<td>Access to Higher Education Diploma – Science</td>
<td>Advanced 3</td>
<td>Various</td>
<td>Various</td>
<td>36</td>
<td>Westgate College</td>
<td>No</td>
<td>3,384.00</td>
<td>5.00</td>
<td>Q0A1616B</td>
<td>02/09/19</td>
</tr>
<tr>
<td>3</td>
<td>Access to Higher Education Diploma – Humanities and Social Sciences</td>
<td>Advanced 3</td>
<td>Various</td>
<td>Various</td>
<td>36</td>
<td>Westgate College</td>
<td>No</td>
<td>3,022.00</td>
<td>5.00</td>
<td>Q0A1618B</td>
<td>02/09/19</td>
</tr>
</tbody>
</table>

What’s your ambition? Newcastle City Learning can help you achieve it.
# Accountancy

<table>
<thead>
<tr>
<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
<th>Enrol Online</th>
<th>Full Fee £</th>
<th>Conc £</th>
<th>Course Code</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AAT Level 1 Access Award in Bookkeeping</td>
<td>Improvers 1</td>
<td>Mo</td>
<td>1 – 4pm</td>
<td>10</td>
<td>Westgate College</td>
<td>No</td>
<td>192.00</td>
<td>5.00</td>
<td>Q1P2059B</td>
<td>23/09/19</td>
</tr>
<tr>
<td></td>
<td>AAT Level 1 Access Award in Bookkeeping</td>
<td>Improvers 1</td>
<td>Mo</td>
<td>5 – 8pm</td>
<td>10</td>
<td>Westgate College</td>
<td>No</td>
<td>192.00</td>
<td>5.00</td>
<td>Q1P2060B</td>
<td>23/09/19</td>
</tr>
<tr>
<td></td>
<td>AAT Level 2 Foundation Certificate in Accounting</td>
<td>Intermediate 3</td>
<td>We</td>
<td>5 – 8.30pm</td>
<td>34</td>
<td>Westgate College</td>
<td>No</td>
<td>909.80</td>
<td>5.00</td>
<td>Q3P2061B</td>
<td>25/09/19</td>
</tr>
<tr>
<td></td>
<td>AAT Level 3 Foundation Certificate in Accountancy</td>
<td>Advanced 1</td>
<td>Th</td>
<td>4 – 8.30pm</td>
<td>37</td>
<td>Westgate College</td>
<td>No</td>
<td>1,578.00</td>
<td>1,578.00</td>
<td>Q4P2062G</td>
<td>12/09/19</td>
</tr>
</tbody>
</table>

**Apprenticeships** — see pages 42-43

“It is a really good course with a great tutor.”

What’s your ambition? Newcastle City Learning can help you achieve it.
<table>
<thead>
<tr>
<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
<th>Enrol Online</th>
<th>Full Fee £</th>
<th>Conc £</th>
<th>Course Code</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Come and try Jewellery Making</td>
<td>Beginners</td>
<td>Sa</td>
<td>10.30am – 12.30pm</td>
<td>1</td>
<td>Laing Art Gallery</td>
<td>Yes</td>
<td>6.40</td>
<td>5.00</td>
<td>G6A1280B</td>
<td>21/09/19</td>
</tr>
<tr>
<td></td>
<td>Get started with Jewellery Making</td>
<td>Beginners 1</td>
<td>Sa</td>
<td>10.30am – 12.30pm</td>
<td>3</td>
<td>Laing Art Gallery</td>
<td>Yes</td>
<td>19.20</td>
<td>5.00</td>
<td>G6A1263B</td>
<td>28/09/19</td>
</tr>
<tr>
<td></td>
<td>Get started with Jewellery Making – follow-on</td>
<td>Beginners 1</td>
<td>Sa</td>
<td>10.30am – 12.30pm</td>
<td>6</td>
<td>Laing Art Gallery</td>
<td>No</td>
<td>38.40</td>
<td>5.00</td>
<td>G6A1264B</td>
<td>19/10/19</td>
</tr>
<tr>
<td></td>
<td>Come and try Printmaking</td>
<td>Beginners</td>
<td>We</td>
<td>1.30 – 3.30pm</td>
<td>1</td>
<td>Heaton Centre</td>
<td>Yes</td>
<td>6.40</td>
<td>5.00</td>
<td>I3P1273B</td>
<td>18/09/19</td>
</tr>
<tr>
<td></td>
<td>Get started with Printmaking</td>
<td>Beginners 1</td>
<td>We</td>
<td>1.30 – 3.30pm</td>
<td>3</td>
<td>Heaton Centre</td>
<td>Yes</td>
<td>19.20</td>
<td>5.00</td>
<td>I3P1199B</td>
<td>25/09/19</td>
</tr>
<tr>
<td></td>
<td>Get started with Printmaking – follow-on</td>
<td>Beginners 1</td>
<td>We</td>
<td>1.30 – 3.30pm</td>
<td>6</td>
<td>Heaton Centre</td>
<td>No</td>
<td>38.40</td>
<td>5.00</td>
<td>I3P1200B</td>
<td>16/10/19</td>
</tr>
<tr>
<td></td>
<td>Lino Printing</td>
<td>Mixed</td>
<td>Th</td>
<td>6 – 8pm</td>
<td>5</td>
<td>Heaton Centre</td>
<td>Yes</td>
<td>65.00</td>
<td>65.00</td>
<td>I4E1389G</td>
<td>26/09/19</td>
</tr>
<tr>
<td></td>
<td>Screen Printing</td>
<td>Mixed</td>
<td>Th</td>
<td>6 – 8pm</td>
<td>5</td>
<td>Heaton Centre</td>
<td>Yes</td>
<td>65.00</td>
<td>65.00</td>
<td>I4E1390G</td>
<td>07/11/19</td>
</tr>
<tr>
<td></td>
<td>Dry Point Etching</td>
<td>Mixed</td>
<td>Mo</td>
<td>1 – 3pm</td>
<td>5</td>
<td>Heaton Centre</td>
<td>Yes</td>
<td>65.00</td>
<td>65.00</td>
<td>I1P1134G</td>
<td>04/11/19</td>
</tr>
<tr>
<td></td>
<td>Come and try Sculpture</td>
<td>Beginners</td>
<td>Mo</td>
<td>6 – 8pm</td>
<td>1</td>
<td>Gosforth Library and Learning Centre</td>
<td>Yes</td>
<td>6.40</td>
<td>5.00</td>
<td>G1E1283Y</td>
<td>16/09/19</td>
</tr>
<tr>
<td></td>
<td>Get started with Sculpture</td>
<td>Beginners 1</td>
<td>Mo</td>
<td>6 – 8pm</td>
<td>9</td>
<td>Gosforth Library and Learning Centre</td>
<td>Yes</td>
<td>57.60</td>
<td>5.00</td>
<td>G1E1282Y</td>
<td>23/09/19</td>
</tr>
</tbody>
</table>

“Our tutor (Victoria) is very encouraging and also challenges us to meet goals.”

Art, Craft and Design

Crafts

What’s your ambition? Newcastle City Learning can help you achieve it.
"I absolutely love attending these classes, they’re expertly taught and always engaging. I’ve learnt a lot of practical art skills and look forward to attending more!"

<table>
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<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
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What’s your ambition? Newcastle City Learning can help you achieve it.
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“I like that the course covered a wide range of materials and techniques.”

What’s your ambition? Newcastle City Learning can help you achieve it.
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<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
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<th>Venue</th>
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**Textiles and Needlecraft**

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### Beauty

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“We have thoroughly enjoyed it.”

What’s your ambition? Newcastle City Learning can help you achieve it.
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<th>Level</th>
<th>Day</th>
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**Cookery and Catering**

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What’s your ambition? Newcastle City Learning can help you achieve it.
### Counselling

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### Creative Writing

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<th>Conc £</th>
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### Digital Photography

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<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
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<th>Conc £</th>
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What’s your ambition? Newcastle City Learning can help you achieve it.

Autumn 2019

Enrol online at [www.newcastlecitylearning.ac.uk](http://www.newcastlecitylearning.ac.uk)
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<th>Level</th>
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<th>Conc £</th>
<th>Course Code</th>
<th>Start Date</th>
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What’s your ambition? Newcastle City Learning can help you achieve it.

“Tutor well prepared for all sessions. Ensured all students were engaged. Spent time with all learners. Very supportive.”
### Education and Training

<table>
<thead>
<tr>
<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
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<th>Full Fee £</th>
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* This is a blended learning course running over two years

**English** – See page 31

**ESOL (English for Speakers of Other Languages)** – See page 32

**Family Learning** – See page 33

“As I have begun to learn and understand spelling and writing I feel I can try to help my grandchildren in the future.”

### First Aid

<table>
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<th>Key</th>
<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
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<td>9am – 5pm</td>
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**What’s your ambition? Newcastle City Learning can help you achieve it.**
### History

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<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
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<th>Full Fee £</th>
<th>Conc £</th>
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<th>Start Date</th>
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<td>Beginners</td>
<td>We</td>
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“Enjoyed the course very much, it was well taught and we were well supported.”

### Horticulture

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<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
<th>Enrol Online</th>
<th>Full Fee £</th>
<th>Conc £</th>
<th>Course Code</th>
<th>Start Date</th>
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<tr>
<td>Christmas Wreaths and Garlands</td>
<td>Beginners 3</td>
<td>Th</td>
<td>10am – 12noon</td>
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<td>Gardening for Health and Pleasure – Caring for your Garden</td>
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<td>Th</td>
<td>10am – 12noon</td>
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<td>5.00</td>
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<td>10am – 12noon</td>
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<td>Winter Decorations and Displays</td>
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### Information and Communication Technology

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<th>Weeks</th>
<th>Venue</th>
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<th>Conc £</th>
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<td>Mo</td>
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<td>09/09/19</td>
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<td>No</td>
<td>Variable</td>
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What’s your ambition? Newcastle City Learning can help you achieve it.
Get started with Computers  Beginners 1  We  10am – 12noon  11  Heaton Centre  Yes  70.40  5.00  I3A2041B  18/09/19

Get started with Mobile Devices  Beginners 3  Th  1 – 3pm  7  Gosforth Library and Learning Centre  Yes  44.80  5.00  G4P2076B  05/09/19

Troubleshoot your Laptop  Beginners 3  Fr  1 – 3pm  6  Westgate College  Yes  38.40  5.00  Q5P2079B  08/11/19

We also have a number of programmes to help learners with ICT skills for job searching. You can get help with using Universal JobsMatch or gaining ICT qualifications. We will arrange an initial assessment with you.

We can also arrange customised ICT private tuition – prices vary. See our Digital skills Courses advert on page 30 too.

For any of the above please email garry.nicholson@newcastle.gov.uk or call any of our contact numbers for more details.

“I would highly recommend this learning experience. Whatever the individual aims, the learner will take both educational and social benefits from the experience.”

What’s your ambition? Newcastle City Learning can help you achieve it.
## Languages

### Bengali
- **Get started with Bengali – Sylheti and Culture**
  - Beginners 1
  - Mo: 9.45 – 11.45am
  - Westgate College
  - Yes
  - Online: 57.60
  - Conc £: 5.00
  - Code: Q1A115Y
  - Date: 23/09/19

### French
- **Get started with French**
  - Beginners 1
  - Tu: 10am – 12noon
  - Heaton Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: I2A1154B
  - Date: 24/09/19

- **Get started with French**
  - Beginners 1
  - We: 4 – 6pm
  - Gosforth Library and Learning Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: G3P1202B
  - Date: 25/09/19

- **Get started with French – follow-on**
  - Beginners 1
  - Tu: 10am – 12noon
  - Heaton Centre
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: I2A1155B
  - Date: 15/10/19

- **Get started with French – follow-on**
  - Beginners 1
  - We: 4 – 6pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: G3P1220B
  - Date: 16/10/19

- **Intermediate French**
  - Intermediate 1
  - Fr: 10 – 11.30am
  - Gosforth Library and Learning Centre
  - No
  - Online: 97.50
  - Conc £: 97.50
  - Code: G5A1257G
  - Date: 27/09/19

- **Intermediate French**
  - Intermediate 1
  - Tu: 6.30 – 8pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 97.50
  - Conc £: 97.50
  - Code: G2E1183G
  - Date: 24/09/19

- **Advanced French**
  - Intermediate 2
  - We: 7 – 8.30pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 97.50
  - Conc £: 97.50
  - Code: G3E1216G
  - Date: 25/09/19

### German
- **Get started with German**
  - Beginners 1
  - Mo: 6.30 – 8.30pm
  - Gosforth Library and Learning Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: G1E1149B
  - Date: 23/09/19

- **Get started with German**
  - Beginners 1
  - Th: 10am – 12noon
  - Gosforth Library and Learning Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: G4A1217B
  - Date: 26/09/19

- **Get started with German – follow-on**
  - Beginners 1
  - Mo: 6.30 – 8.30pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: G1E1150B
  - Date: 14/10/19

- **Get started with German – follow-on**
  - Beginners 1
  - Th: 10am – 12noon
  - Gosforth Library and Learning Centre
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: G4A1218B
  - Date: 17/10/19

- **Next steps with Reading and Writing in German**
  - Beginners 2
  - Tu: 6 – 7.30pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 52.80
  - Conc £: 5.00
  - Code: G2E1177B
  - Date: 24/09/19

- **Improve your Reading and Writing in German**
  - Improvers 1
  - We: 10 – 11.30am
  - Gosforth Library and Learning Centre
  - No
  - Online: 72.00
  - Conc £: 5.00
  - Code: G3A1189B
  - Date: 25/09/19

- **Level 2 Award in Reading and Writing in German**
  - Intermediate 1
  - Tu: 12.30 – 2pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 144.00
  - Conc £: 5.00
  - Code: G2P1166B
  - Date: 24/09/19

- **Level 2 Award in Speaking and Listening in German**
  - Intermediate 2
  - Th: 6.30 – 8.30pm
  - Heaton Centre
  - No
  - Online: 192.00
  - Conc £: 5.00
  - Code: I4E1248B
  - Date: 26/09/19

### Italian
- **Get started with Italian**
  - Beginners 1
  - Mo: 5 – 7pm
  - Westgate College
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: Q1E1391B
  - Date: 23/09/19

- **Get started with Italian**
  - Beginners 1
  - We: 12.30 – 2.30pm
  - Gosforth Library and Learning Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: G3P1194B
  - Date: 25/09/19

- **Get started with Italian**
  - Beginners 1
  - We: 6.30 – 8.30pm
  - Gosforth Library and Learning Centre
  - Yes
  - Online: 19.20
  - Conc £: 5.00
  - Code: G3E1212B
  - Date: 25/09/19

- **Get started with Italian – follow-on**
  - Beginners 1
  - Mo: 5 – 7pm
  - Westgate College
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: Q1E1392B
  - Date: 14/10/19

- **Get started with Italian – follow-on**
  - Beginners 1
  - We: 12.30 – 2.30pm
  - Gosforth Library and Learning Centre
  - No
  - Online: 38.40
  - Conc £: 5.00
  - Code: G3P1195B
  - Date: 16/10/19

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“I am thoroughly enjoying learning Spanish and look forward to each class.”
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<th>Level</th>
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<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
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<th>Conc £</th>
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<td>Progress your Russian</td>
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Autumn 2019

Enrol online at www.newcastlecitylearning.ac.uk
"Really good course, interesting and challenging."

<table>
<thead>
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<th>Course Title</th>
<th>Level</th>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Venue</th>
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<th>Start Date</th>
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Diploma de Español B2 Year 2

- **Course Title:** Diploma de Español B2 Year 2
- **Level:** Advanced 3
- **Day:** Th
- **Time:** 10am – 12noon
- **Weeks:** 30
- **Venue:** Westgate College
- **Enrol Online:** No
- **Full Fee £:** 390.00
- **Conc £:** 390.00
- **Course Code:** Q4A1224G
- **Start Date:** 03/10/19

Spanish through Cooking

- **Course Title:** Spanish through Cooking
- **Level:** Mixed
- **Day:** Mo
- **Time:** 10am -12noon
- **Weeks:** 5
- **Venue:** Westgate College
- **Enrol Online:** Yes
- **Full Fee £:** 32.00
- **Conc £:** 5.00
- **Course Code:** Q1A1121Y
- **Start Date:** 04/11/19

Modern Foreign Languages Advice sessions

If you would like to speak to a tutor before enrolling you can come along and talk to our staff – there is no need to book and no charge! Come along to Gosforth Library and Learning Centre on Tuesday 16 July from 6 – 7.30pm, or Thursday 5 September from 6 – 7.30pm.

Learning Difficulties and Disabilities – See pages 38 – 41

Maths – See page 31

Music and Performing Arts

- **Course Title:** Come and try Guitar
  - **Level:** Beginners
  - **Day:** Th
  - **Time:** 6 – 8pm
  - **Weeks:** 1
  - **Venue:** Gosforth Library and Learning Centre
  - **Enrol Online:** Yes
  - **Full Fee £:** 6.40
  - **Conc £:** 5.00
  - **Course Code:** G4P1386Y
  - **Start Date:** 19/09/19

- **Course Title:** Get started with Guitar
  - **Level:** Beginners 1
  - **Day:** Th
  - **Time:** 6 – 8pm
  - **Weeks:** 9
  - **Venue:** Gosforth Library and Learning Centre
  - **Enrol Online:** Yes
  - **Full Fee £:** 57.60
  - **Conc £:** 5.00
  - **Course Code:** G4P1388Y
  - **Start Date:** 26/09/19

- **Course Title:** Come and try Ukulele
  - **Level:** Beginners
  - **Day:** Th
  - **Time:** 3 – 5pm
  - **Weeks:** 1
  - **Venue:** Gosforth Library and Learning Centre
  - **Enrol Online:** Yes
  - **Full Fee £:** 6.40
  - **Conc £:** 5.00
  - **Course Code:** G4P1385Y
  - **Start Date:** 19/09/19

- **Course Title:** Get started with Ukulele
  - **Level:** Beginners 1
  - **Day:** Th
  - **Time:** 3 – 5pm
  - **Weeks:** 9
  - **Venue:** Gosforth Library and Learning Centre
  - **Enrol Online:** Yes
  - **Full Fee £:** 57.60
  - **Conc £:** 5.00
  - **Course Code:** G4P1387Y
  - **Start Date:** 26/09/19

- **Course Title:** Come and write your own Song
  - **Level:** Beginners
  - **Day:** Th
  - **Time:** 12.30 – 2.30pm
  - **Weeks:** 3
  - **Venue:** Gosforth Library and Learning Centre
  - **Enrol Online:** Yes
  - **Full Fee £:** 19.20
  - **Conc £:** 5.00
  - **Course Code:** G4P1384Y
  - **Start Date:** 26/09/19

Provision for Young People – see page 44
READY TO FEEL BETTER?

NEWCASTLE TRAMPOLINE PARK AND GYM

Our gym only membership costs just £22.95 per month, so you can get fitter, feel healthier and be better off too when you take out a Better Gym membership.

To find out more visit
www.better.org.uk/trampoline-gym

Our gym only membership costs just £22.95 per month. Even Better news is if you then want to add a swim or fitness class to your routine at any of our Better Leisure Centres in Newcastle, you only pay an additional £3 per activity.*

Join today and make the most of:

- Inclusive access to your home gym
- Access to group exercise classes and swimming pools at any Better Newcastle Leisure Centre* (£3 fee applies)
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- Convenient monthly payments
- And much, much more...

To find out more visit
www.better.org.uk/trampoline-gym

Newcastle Trampoline Park and Gym
West Road
Newcastle Upon Tyne
NE4 9LG


Trademark registered in the United Kingdom. Better is a registered trademark of GLL (Greenwich Leisure Limited), a charitable social enterprise.
What do our learners say?

Lewis Codling – Preparation for Work and Life
“My Preparation for Life course has taught me about different charities and the work they do. I loved raising money for Help for Heroes. During our fund raising event I took the role of salesman. I enjoyed meeting and talking to customers.”

Jane Rafferty – Spanish
“I have progressed so much in my Spanish, so much so that I am now studying post ‘A’ Level and intend to continue as long as I can.”

Tracy Patterson – Level 3 Supporting Teaching and Learning in Schools
“I was very nervous to start distance learning at the beginning of the course but the support of the teacher (Yvette) and the comprehensive literature given helps tremendously, especially when working and [with] family life.”

Ann Wakefield – LLDD ICT
“I enjoy coming to College as I like making new friends. I also enjoy learning new skills such as how to use PowerPoint and how to add images.”

Paul Nicholson – Spanish
“I like coming here because you can learn at any age.”

Tracy Wardle – Family Learning, Maths
“Through doing Family Learning it has built my confidence to help my grandchildren with their schoolwork. I have made many friends from different cultures which has broadened my outlook.”

Angela Robson – Level 3 Supporting Teaching and Learning in Schools
“The distance learning course is an amazing way to learn that fits around a busy family life.”

Tita Intania – Family Learning, Maths
“I have learnt about maths in Family Learning. It really helps me to teach my children especially my daughter in reception. It also improves my maths skills. There’s lots of advantages joining Family Learning.”

Tracy Wardle – Family Learning, Maths
“Through doing Family Learning it has built my confidence to help my grandchildren with their schoolwork. I have made many friends from different cultures which has broadened my outlook.”
Elizabeth Clarkin – Spanish
“An enriching, enjoyable experience with the trips being a wonderful motivating bonus.”

David Masson – Spanish
“Newcastle City Learning have given me the confidence to speak Spanish having attended lessons for a number of years. Lessons are interesting, varied and challenging, and Rafa is a sympathetic and encouraging teacher. The trips to Spain are fantastic!”

Gordon Duncan – LLDD Art and Craft
“I enjoy College because I get to meet new people and make new friends.”

Adrian Winder – Preparation for Work and Life
“I like learning different things. I like making friends. I get to do both at College.”

Omar Mohammed – Preparation for Work and Life
“I like to come to College.”

Kieren Evans – Preparation for Work and Life
“College has helped me make friends. I get to see my friends and learn new things.”

Syeda Begum – Family Learning, Maths
“Family Learning has helped me gain self-confidence and make friends, which has helped me overcome my depression.”

Richard Noble – LLDD Art and Craft
“College is the best ever”

Shabnam Ali – Family Learning, Maths
“Family Learning has allowed me to gain confidence to help my child with her school work and has also helped improve my own maths skills.”

Debra Coldwell – Counselling
“This course has changed how I see my future.”

Omar Mohammed

Kieren Evans

David Masson

Syeda Begum

Richard Noble

Gordon Duncan

Shabnam Ali

Debra Coldwell

Enrol online at www.newcastlecitylearning.ac.uk
Support for our learners

Help with your learning
When you sign up for a class, you are asked to fill in an enrolment form. This gives us all the information we need to contact you and the details we need for our funding body (the cost of your course is subsidised by them). But it is also an opportunity for you to tell us about the support you may need to help you with your course.
You will be asked if you consider yourself to have a disability, learning difficulty or health problems. The information you give us, if you say yes, will only be shared with those who need to know, like your tutor. They can then discuss your needs with you, and put things in place, where possible, to make it easier for you to succeed. Disclosing this information to us as soon as possible also gives us the best chance of getting these arrangements in place for the start of your course.
We also ask everyone if they would find learning easier with support such as help with English and maths, careers guidance and course expenses and have specialist tutors who can help. By giving us as much information as you can, we will work with you in confidence to give you the best possible chance to do well. If at any time on your course you need assistance please talk to your tutor.

Financial assistance
We have limited funds available to help you study if you have a low income. ‘Discretionary Learner Support’ (DLS) may be available to help with your course fees, travel costs, childcare, books and equipment. This applies to red and blue banded courses only.
To qualify you must:
• claim an income based benefit and/or
• have a household income of less than £16,000 if you have no dependants, or less than £23,000 if you have one or more dependants.

To claim assistance with your childcare costs your child or children must be under 15 years of age, and being cared for by a registered childminder or nursery. If you get financial assistance but decide to leave before the course ends you may have to repay the money. Check with your centre to see if you can get support as there are other conditions too.
The Advanced Learner Loan Bursary Fund may be available to help learners who take out Advanced Learner Loans with childcare and other costs. Please ask for details.

Telephone counselling
Our learners can now access a free 24 hour confidential telephone counselling hotline. Please ask any member of staff for details, or refer to your learner handbook which you will receive when studying with us.

Safeguarding
Our learners can log into our safeguarding app, Tootoot, on a computer, tablet or mobile and report any worries or concerns you might be having directly to the staff in the college, in a safe and anonymous way. Tootoot is completely confidential and your concerns will be dealt with quickly. You will be given a log on and user name during the first week of your course.

Newcastle City Learning Careers Service

We are here to help you succeed!
Our Careers team offer all of our learners the opportunity to receive confidential and impartial information, advice and guidance. We want to encourage you to identify your career goals so that you can meet your full potential. We use the latest labour market information to help you make informed decisions on your learning, training and employment.

We can help our learners to:
• develop a career plan
• search and apply for jobs
• write CVs, covering letters, application forms
• improve interview techniques
• gain work experience and volunteering opportunities in the local area
• meet with employers, universities and training providers
• attend careers fairs and events

We also work with employers and curriculum managers to coordinate, provide and deliver courses to local workforces in order to meet their training needs.

“We can help you with your CV and with interview techniques so you are best placed to apply for job opportunities.”
Wendy, Careers Coordinator

If you would like to contact a member of the careers team, you can find us based at Westgate College, or please contact us on 0191 211 6464 or email NCLCareersservice@newcastle.gov.uk
Attend to Achieve

Did you know if you miss college you may be missing out?

- You are more likely to succeed and achieve your qualification or learning goal if you attend consistently.
- You will get full value for money if you attend every session of your course.
- You can only ask questions in class if you are here!
- Attending regularly can help you feel more connected to your class, the college community, and develop important social skills and friendships.
- Good attendance shows potential employers that you are reliable, and may be vital if you are looking for a job reference. It also reinforces other important behaviour patterns like reliability, being on time and good time management skills.
- You need to be here to take advantage of the opportunities on offer; you can speak to our careers team, and participate in our markets, charity and fundraising events.
- By coming to every session you not only get all the benefits of being in class but you will be entered into our attendance prize draws too.
- If your attendance is poor you may be withdrawn from your course and unable to return to class, as you won’t be able to receive public funding to do the course again. Most fees are subsidised with public funding.
- It impacts on the rest of the class if you are absent, as it diverts the tutor’s attention and resource when they have to help you to catch up.

If you are struggling for any reason, speak to your tutor. We have staff who may be able to help you. You can also call our free 24 hour telephone counselling helpline if you have concerns outside of college that are impacting on your attendance (ask us for details).
Digital Skills Crash Courses

- Learn key digital skills needed for the workplace
- Gain a qualification and build confidence
- CV writing, application letters and job search included
- Four week course Weds – Thurs 9.30am – 3.30pm
- Available at two venues in the city
- Free course *

Pre-course assessment: 45 minute sessions Weds – Thurs 10am -3pm

<table>
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<tr>
<th>Course</th>
<th>Assessments</th>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
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<td>4 – 5 Sept</td>
<td>11 – 12 Sept</td>
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<td>Westgate College Heaton Centre</td>
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<td>20 – 21 Nov</td>
<td>27 – 28 Nov</td>
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<td>11 – 12 Dec</td>
<td>18 – 19 Dec</td>
<td>Westgate College Heaton Centre</td>
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Westgate College 0191 277 3520 / Heaton Centre at Trewhitt Road 0191 278 2818. Contact the Gateway Team on the numbers above to book a place, or for more information contact garry.nicholson@newcastle.gov.uk

*Qualifying conditions apply. See www.newcastlecitylearning.ac.uk for more details.

Newcastle City Learning has been accredited by AAT (Association of Accounting Technicians) to deliver its accounting qualifications.

Since Newcastle City Learning started delivering AAT Accounting Qualifications they have proved hugely popular with our learners and we were thrilled to recently win the AAT Champion award.

The AAT Accounting Qualifications provide practical, internationally recognised finance and accountancy skills that can open doors for you in any industry across the world.

AAT is open to everyone – you don’t need previous qualifications or experience, and you can work at a pace that fits in with your lifestyle. Whether you’re looking for your first job in accountancy, or simply want to enhance your existing accounting skills, AAT will give you the training you need.

AAT offers a range of benefits for student members (including study support, career advice to help find the perfect job and exclusive discounts), as well as a route into chartered accountancy. If you choose to further your studies with one of the leading chartered professional bodies, such as ACCA, CIPFA or CIMA, your AAT qualification will give you generous exemptions.

See our AAT courses on page 8

- Available to all, whatever your age, previous qualifications or experience.
- Students are required to have a basic level of literacy and numeracy.
- AAT qualifications are ideal for those just starting out in the workplace.

For more information contact garry.nicholson@newcastle.gov.uk
Functional Skills in English and maths are changing. From September 2019, there is new content across all levels of the Functional English and maths qualifications.

In maths, new underpinning and problem solving questions are being introduced and, for the first time, there are calculator and non-calculator papers at all levels. In English, dictionaries and spell checkers are no longer allowed on writing papers as there is a bigger emphasis on spelling, grammar and punctuation.

These changes, the increase in topics and the levels that different skills are now taught at, mean that your pre-course interview and initial assessments are more important than ever before.

These courses are delivered in a friendly, relaxed adult environment and will help you develop new skills which you can use in a variety of contexts: at home, work, college or further study.

All of our English and maths courses start each half term. Typically it takes 60—90 hours to achieve a qualification but you can negotiate this with your tutor. Enrolment on some qualifications may be subject to your pre-course interview and availability within the classes.

Learner quotes:

‘Before my English course I felt embarrassed about going back to ‘school’. However, after a few weeks I was progressing quicker than I thought I would. I gained confidence after realising that every person in my class is intelligent. We just had areas that we had forgotten from school. The course is a great refresher in topics I cannot remember.’

Kayleigh

‘Maths has always been my worst subject but I am now making progress with it. My tutor always makes me feel welcome and she is there to support me – I never feel like a question is stupid and she does not judge me. If I ask her something, she will go over and over it until I understand it and it sinks into my brain.’

Kim

If you would like to learn with us – don’t delay, call today:

0191 278 2818 (Heaton Centre) or 0191 277 3520 (West Gate College)

newcastlecitylearning@newcastle.gov.uk
ESOL

English for speakers of other languages

Do you need help improving your English?

We offer English classes at Westgate College and at our centre in Heaton. We can help you with reading, writing, speaking and listening. All our teachers are qualified and we offer Skills for Life ESOL qualifications at all levels, from beginner to advanced.

We provide:
- assessments
- information about courses
- help looking for work
- courses for international students

“I feel my confidence has grown in looking for work, particularly job interviews.”

Most courses are free. If you are interested, contact us on: 0191 277 3520 (Westgate) / 0191 278 2818 (Heaton) or come and see us at: Westgate College, West Road, NE4 9LU or Heaton Centre, Trewhitt Road, NE6 5DY

Are you an ESOL learner and want to work, or need additional support to help you to move successfully towards the labour market. Do not know where to start?

JET is a registered charity who work in Newcastle City Learning to support their ESOL learners and others from an ethnic minority background. We can give you support to help you to move nearer to finding work, and we may also be able to help you to address additional issues which you are currently facing, at home or personally, which may affect you looking for work now and in the future.

JET is a FREE service that can help you by:
- Providing 1:1 support from our advisors who speak a variety of community languages
- Helping you to know how to look for work more effectively
- Discussing opportunities for further training and qualifications
- Finding work placements and volunteering opportunities to learn relevant work skills
- Join in community activities and find more services to support you and your family
- Confidence building activities
- Support you to find the right help when you need it most

JET (Jobs, Education and Training), 81 Adelaide Terrace, Newcastle upon Tyne, NE4 8BB. Tel: 0191 273 5761. Email: julie22@jetnorth.org.uk Website: www.jetnorth.org.uk

Company Number: 5775686 | Charity Number: 1117026
Family Learning

Family Learning aims to raise the confidence of adult family members, by equipping them with the skills and knowledge needed to become more involved in their children’s learning and social development. Please contact your child’s school to find out which Family Learning courses are currently running.

Courses include:

**Family Learning short-courses**
- Story Sacks and/or Number Sacks
- Crafty Art
- Learning through Play
- Healthy Eating
- Early Literacy and Numeracy through Stories and Rhymes
- Family Cooking on a Budget

**English**
- Phonics
- Reading for meaning
- Keeping up with the Children

**Maths**
- Keeping up with the Children
- SAT Boot Camp
- Functional Skills

**ICT**
- Keeping your Children safe online
- Getting to know about computers
- Learning more about computers

**Science**
- Family Science

“Playing word games at home has made my little boy a lot more interested in reading, as he recognises some of the words and feels less intimidated.” **Susan, Keeping up with the Children – English**

“Through doing family learning it has built my confidence to help my grandchildren with their school work. I have made many friends from different cultures which has broadened my outlook.” **Tracy, Maths**

If you work in a school or a community based setting and you would like us to deliver some family learning courses in 2019/20, please contact Yvette Nesworthy or Anna Brown

📞 0191 277 4526 (Yvette) or 0191 278 2825 (Anna)  💌 yvette.nesworthy@newcastle.gov.uk

Enrol online at www.newcastlecitylearning.ac.uk
Who is the course for?
Adults who want to access Higher Education. You will study a combination of subjects to prepare you for your chosen degree. The diploma will help to build your confidence and develop your study, social and communication skills. You will find that you will be learning with other adults who all want to learn.

Did you know?
• Over the years we have progressed hundreds of learners into universities all over the country.
• Across the region, 93% of access students gain a place at university.
• If you choose to fund the course through an Advanced Learner Loan it will be written off if you successfully complete at university.

What are the entry requirements?
You will need to have good communication skills and literacy and numeracy at level 2. We will ask you to undertake an initial assessment to determine your suitability for the course.

What happens next?
You will also need to successfully complete both of our free introductory courses in English and Maths. These courses will also give you the opportunity to brush up on skills you may have forgotten, so that you are ready and confident to start your Diploma.

How does the course work?
Your choice of diploma will be determined by the degree course or future career you wish to follow. Our current diplomas are:
• Health
• Science
• Humanities and Social Sciences

What do I need to do to get started?
You need to research your degree course and university requirements. Many undergraduate courses require GCSEs or Functional Skills in addition to your diploma, so you may have to study these separately. Once you have done a bit of research, make an appointment to see our Access to HE Co-ordinator.

Who can I ask for advice?
Access to HE Coordinator: Sabine Gretscher
Adult Learning and Skills Manager: Maria Hawthorne
For enquiries and to arrange an interview, please contact: 0191 277 3520 or newcastlecitylearning@newcastle.gov.uk
You can also find general information at: www.accessstohe.ac.uk
“Attending Westgate College to complete the Access to Higher Education Diploma course allowed me to realise my life goals of graduating university and studying social work, a career path I was dreaming about for years. The Access to Higher Education Diploma course provided an excellent foundation for university and my career as a social worker. The tutors were very helpful and the resources I was able to access while studying were excellent. I wouldn’t be where I am today without the support of the college. Thank you!”

Ave Joesar, Social Worker

Access to HE Diploma – Course Fees 2019-20

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<tr>
<th>Learners starting the full Diploma</th>
<th>2. Single units only</th>
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<tr>
<td>Access to HE Humanities and Social Sciences</td>
<td>Access to HE Health</td>
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<td>Aged 19+ £3022.00</td>
<td>Access to HE Science</td>
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<td>Aged 19+ £3384.00</td>
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Advanced Learner Loans

Payment options available including instalments and Advanced Learner Loans. Please ask for further information. Student Finance England will ‘write off’ any outstanding Advanced Learner Loan balances you owe for an Access to HE course once you complete a higher education course. This means you do not have to repay it.

Bursary funds are available to help with the cost of resources, travel and childcare – these funds are limited (for those taking out an Advanced Learner Loan only).

Important Note:

Full course fees are payable if you withdraw from your course, unless the reason for your withdrawal would result in a refund.

Advanced Learner Loan

Thinking of taking a college or training course?

If you are aged 19 or over and want to take a course with Newcastle City Learning, you may now qualify for an Advanced Learner Loan.

These loans help you pay the fees charged by approved colleges and training organisations in England.

Most learners aged 19 and over, studying at Level 3 to 6, will qualify for these loans from the UK Government. It’s easy to apply, your household income isn’t taken into account and there’s no credit check. You won’t have to pay anything back until your income is over £25,725 a year.

Eligible courses include the Access to HE Diploma, Level 3 and Level 4 Certificates and Diplomas, and study up to Level 6.

For more information about the Advanced Learner Loan and the courses on offer at Newcastle City Learning, visit www.newcastlecitylearning.ac.uk, or call 0191 277 3520.
Don’t know where to start with finding a job or just tired of getting disappointed?

Why not come and have a chat with one of our Newcastle Futures Advisers. They can help find the job that’s right for you!

They know about:
- How to find jobs
- How to sell your skills and experience through a CV and covering letter
- The practical and effective ways to apply online
- Universal Credit and how it could help you
- The practical Interview tips that will help you do better in the future
- The right training or apprenticeship for you to get the career you want

Newcastle Futures know how hard it is to find the right job but they also know it can be done! Don’t give up or struggle to do it by yourself – the right help could be just one phone call away.

To meet one of our Advisers call: 0800 587 0478 or 0191 230 2970 (eligibility applies) or Email: info@newcastlefutures.co.uk

Further information can be found on www.newcastlefutures.co.uk

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Skills Hub at Newcastle City Library

The Skills Hub is your one-stop shop for support with careers advice and guidance, employment support services and help starting your own business.

Based on level 2 of Newcastle City Library, anybody can access this free service for:
- Careers advice and guidance
- Help getting a job
- Support to progress into volunteering, work experience, apprenticeships and training opportunities
- Advice about starting your own business

For more information:
- visit www.newcastle.gov.uk/skillshub
- like our Facebook page Skills Hub Newcastle
- follow us on Twitter @SkillsHubNCL
- phone 0191 277 4125 or simply call into Newcastle City Library to speak to an adviser.

Our opening times: Monday – Friday, 10am – 5pm

A partnership between:
Learning for your community

Hi, I’m Donna Stokes, the Adult Learning and Skills Coordinator for Community Learning.

Do you work with a local charity or community group, or are you looking to help a specific group of Newcastle residents develop their skills? We work with a wide variety of community-based groups and services to organise free courses throughout the city. We may be able to help you.

Contributing to stronger, healthier and more socially active communities, from all backgrounds, we strive to help community based groups and services promote positive mental health, social inclusion and positive, enjoyable experiences for the residents of Newcastle.

There are various types of courses we can offer your groups: arts, including painting, drawing and sculpture; instrumental music and singing; history, including local history and family tree research; textiles and crafts; modern foreign languages, photography, creative writing and cookery, including healthy eating and world cuisines.

With a focus on developing the skills of individual groups and attendees, we work directly with you to ensure that we tailor our course content and delivery to suit your group’s requirements. For example, if some residents would like to learn a particular history topic or sewing technique, we have skilled and experienced tutors, who work flexibly, to create a course to suit their needs.

Catering for all abilities, we can plan course lengths and times to suit your group, and help them progress their knowledge and skills with follow-on programmes if required.

If you have a group you’d like us to work with, you can contact me directly:
Email donna.stokes@newcastle.gov.uk or phone 0191 277 3593

Market Day

Newcastle City Learning hold regular markets at Westgate College where our learners can sell their arts, crafts, gifts and food from across the world. They gain valuable employability skills to set up their own businesses in the future.

Everyone is welcome. Speak to your tutor to take part, or come along and support us on the day and pick up a bargain.
Learning Difficulties

LDD Provision

We offer a range of programmes from Pre-entry to Level 2 focusing on independent living skills, social and community involvement and work experience:

• Beginners Cookery
• Art
• Work
• Independent Living
• Sport and Leisure
• Performing Arts
• ICT
• ESOL
• Maths and English
Beginner’s Cookery – This is a cookery based programme where you will improve and develop specific skills within catering to encourage more independence in the kitchen, as well as developing a range of soft skills such as communication, teamwork and interpersonal skills.

Art – This is a practical arts based course where you will have the opportunity to have a go at a variety of art forms such as painting, sculpting, printmaking and mosaics as well as accessing the community and finding out what is going on locally.

Work – This is a work skills based course for you to develop a sense of who you are, what skill set you have and the area of work you would like to progress into in the future. This enables you to take part in real life work experiences both individually and in small groups. This course includes aspects of independent living, community living and working with others.

Independent Living Tier 1 – This is a life skills based course for you to develop a sense of who you are and your place in the wider community. Courses in this pathway are designed for learners for whom vocational courses and full time work may not be an option. Course themes include basic cooking and household tasks, enrichment events, managing a personal budget, communication skills, personal and social development.

Independent Living Tier 2 – This is a life skills based course where you will develop advanced independence skills to prepare you for supported, semi or independent living. This course aims to empower you to function as independently as possible, whilst embracing your own personal needs. Course themes include personal hygiene, telling the time, practical maths and English, accessing the community, healthy living and maintaining a house and garden.

Sport and Leisure – This is a course designed around sport and leisure and how to keep fit and healthy, looking at exercise as a way of dealing with poor physical and mental health and how to maintain a healthy lifestyle.

Performing Arts – This course is designed for you to be able to explore different types of performance including movement, mime, character and storytelling as well as all of the roles behind the scenes. You will work towards an actual live performance.

ICT for Users – This course is an intermediate course aimed at learners with a little knowledge in Word, PowerPoint, Email and Internet. It will further develop your knowledge and understanding within these elements.

ESOL LLDD – This course is for learners whose first language is not English. You will work on improving your spoken English as well as listening and reading.

Maths and English – We have a number of Maths and English classes which are from pre entry to Level 2 to enable you to improve your skills in these areas.

For more information please contact Samantha Riley, Adult Learning and Skills Manager, Westgate College, West Road, NE4 9LU. Phone 0191 2773574. Email:samantha.riley@newcastle.gov.uk
Our supported internship programmes provide individuals with learning difficulties and disabilities and/or autism real work experience within Newcastle City Council and other organisations in and around Newcastle. You will be fully supported within employment and have the opportunity to gain a recognised qualification. The main aim of the programme is to gain paid employment. In the last 3 years 15 out of 16 interns have successfully secured paid employment.

As an intern you will:
- Develop employability skills
- Improve your confidence and independence
- Develop social skills
- Expand your CV and gain interview skills
- Improve time management skills
- Develop problem solving skills

Criteria for application:
- 16–24 years old
- Newcastle resident*
- EHC if aged over 19 years old
* residents outside of Newcastle will be considered on a case by case basis

Areas of experience:
- Customer service
- Catering/hospitality
- Gardening/groundsperson
- Manufacturing
- Cleaning/housekeeping
- Business and administration

Come along to our open sessions on Thursday 10 October 10am – 12noon and Tuesday 15 October 5-7pm at Westgate College, West Road, Newcastle upon Tyne NE4 9LU, to meet our staff and find out more.

For more information contact Dianne Holliday, LLDD Employment and Skills Coordinator.
Phone: 0191 277 3611  Email: dianne.holliday@newcastle.gov.uk
New Trax is a bespoke study programme for 16-24 year olds who have learning difficulties and disabilities and/or autism which focusses on preparing for adulthood.

We feel an important aspect of preparing for adulthood is work experience and we have a full time job coach who organises placements in a variety of areas including customer service, admin, cleaning, manufacturing and catering.

The course will enable learners to develop the following skills in preparing for adulthood.

- Employment
- Confidence
- Independent Living
- Problem solving
- Teamwork
- Communication
- Travelling
- Social and community

Come along to our open sessions on Thursday 10 October 10am – 12noon and Tuesday 15 October 5-7pm at Westgate College, West Road, Newcastle upon Tyne NE4 9LU, to meet our staff and find out more.

For more information contact Dianne Holliday, LLDD Employment and Skills Coordinator

Phone: 0191 277 3611
Email: dianne.holliday@newcastle.gov.uk
Calling all Employers; we can make apprenticeships work for you!

newcastlecitylearning.ac.uk #ApprenticeshipsWork

How can the apprenticeship programmes from Newcastle City Learning benefit your business?

Newcastle City Learning provides a full end to end apprenticeship service, to help your business get the most from apprenticeships. From recruitment and candidate selection, to on-going support, our experienced team will help you every step of the way. We can support you in many ways, for example financially or with advertising and role development. Apprenticeships can help engage your staff, make the workplace more productive and continuously provide an upskilled workforce.

Your requirements

With our comprehensive training needs analysis, we can help you to identify which areas of your organisation could benefit from training or development. This could be through developing your existing employee skills or taking on new apprentices. All businesses have different goals and therefore different needs. We look at the skills, behaviours and knowledge required by the business and develop our training plans with those in mind.

Your training provider

Whether you are new to apprenticeship training or have an existing relationship with a training provider, we can help you to establish whether we could give you best value for your money. We will work with you to understand your specific business needs and establish the appropriate apprenticeship programmes for your business.

Why choose Newcastle City Learning?

We are an experienced provider, working with both large and small employers and have a proven track record of high standard training and development. Our business support is second to none! Contact our team of experts who will help you understand the benefits of apprenticeships and to help you plan, develop and deliver your apprenticeship programmes.

Newcastle City Learning can train apprentices and your current staff in:

- Agriculture, Horticulture and Animal Care
  - Horticulture
- Business, Administration and Law
  - Business and Administration
  - Customer Service
  - Management
- Education and Training
  - Learning and Development
  - Learning Support
  - Professional Development for WBL Practitioners
  - Supporting Teaching and Learning in Schools
- Health, Public Services and Care
  - Children and Young Peoples Workforce
  - Healthcare Support Worker
  - Youth Work
- Information and Communications Technology
  - IT Application Specialist
- Retail and Commercial Enterprise
  - Facilities Management
  - Hospitality
  - Warehousing

Want to find out more?
Get in touch with Elaine or Dan on 0191 277 3506
newcastlecitylearning.ac.uk
What will you get from an apprenticeship?

“I feel doing the apprenticeship has opened many doors for me because employers look to recruit staff with business skills and knowledge.”

Jessica Whalen – Level 3 Business Administration Apprenticeship

“I feel I have been really supported by the team at Newcastle City Learning during my apprenticeship, my tutor’s encouraged me throughout and I am very pleased to have achieved my Level 3 apprenticeship.”

Sarah Beattie – Level 3 Supporting Teaching and Learning Apprenticeship

“My apprenticeship has given me a route into gaining essential experience along with knowledge and skills training.”

Mariam Tariq – Level 2 Customer Service Apprenticeship

“The apprenticeship has helped me develop skills and knowledge at the right pace for me to grow within this role, I’m no longer as shy and feel better about myself.”

Anthony Cummings – Level 2 Warehousing and Storage Apprenticeship

Apprenticeships – a great idea for your future

- Earn a wage
- Achieve a qualification
- Start a career
- Gain new skills
- Paid holidays
- Get work experience

0191 277 3506 newcastlecitylearning.ac.uk

#ApprenticeshipsWork

Want to find out more?
Get in touch with Elaine or Dan on 0191 277 3506
newcastlecitylearning.ac.uk

Enrol online at www.newcastlecitylearning.ac.uk

Autumn 2019
Study programmes for 16–18 year olds

Newcastle City Learning is now offering a range of Pre-Apprenticeship programmes for those aged 16-18 years

Our programme will equip you with the skills and knowledge to move into employment, an apprenticeship or continue onto higher education. Continuous support will be provided, and a wide range of subjects are available including:

- Beauty
- Health and Social Care
- Childcare, Children and Young People’s Workforce and Supporting Teaching and Learning in Schools
- Warehousing
- Caretaking
- Construction
- Business Administration
- Other areas will be available so you’re sure to find something for you!

New Direction is a programme that provides young people with real work experience as well as developing skills and gaining qualifications. Our programmes offer high quality work placements combined with in-depth industry knowledge from dedicated and experienced teaching staff.

What do our study programmes include?

- Vocational
- Work experience
- Personal development and welfare
- Maths
- English
- Duke of Edinburgh Award Scheme

For more information or to apply contact: Matt Crow, Westgate College, West Road, Newcastle upon Tyne, NE4 9LU. Telephone: 0191 277 3604. Email: matthew.crow@newcastle.gov.uk