



North Tyneside Council

North Tyneside Council Adult Learning Service  
Course Information Sheet 2019-2020

# Course Information for Lifestyle Choices

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North Tyneside Council

# Advance Study Programme SEND

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

To study this course you must be able to read, write and communicate at a basic level and have an Education Health Care Plan (EHCP).

All learners will receive an OneFile login as part of the course. In order to pass this course you will be required to build a file of evidence including classroom assessment. All evidence and progress will be recorded and monitored on OneFile. All learners will have access to 1-2-1 reviews with the learning coach throughout the academic year.

## What will I learn on this course?

On this course you will undertake a City & Guilds entry level/level 1 Personal and Social Skills Certificate, undertake Functional Skills at the identified level and work towards gaining the qualification.

Working with the Employment and Engagement advisor you will be allocated a 2 day work placement; this will be agreed with your EE advisor.

On the course you will cover the following units:

- Self-assessment and development
- Recognise the benefits of having a work/life balance
- Developing personal confidence
- Understanding assertive behaviour
- Coping with change
- Awareness of equality and diversity
- Using materials and equipment for a practical activity
- Awareness of stress and stress management

## Assessment

## Awarding body: City and Guilds

Assessment will take place in a formative and summative format

You will be given the opportunity to complete a range of vocational projects whilst developing your functional skills.

### **Course Length**

The course will be carried out over 38 weeks. You will attend **5 days per week**. ***After first term you will explore independent travel and volunteering opportunities.***

### **Attendance**

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

### **What else do I need to know?**

The knowledge and skills you learn on this programme can assist your chances of progressing onto the Advanced Study Programme or NHS Project Choice, further education, training, employment or an apprenticeship.

### **What could I do next?**

Your tutor will discuss progression opportunities with you.



North Tyneside Council

# Art

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

If you are a creative person and enjoy painting and exploring a variety of techniques then this course is for you. To join this course you must have communication and listening skills. If you are unable to work independently you will need to come with someone to support you.

## What will I learn on this course?

At Norham Community Wing we have access to an art room with all the resources available to enable you to explore art and create your own designs that can be displayed in the centre. You will:

- Learn to explore and research artists
- Create your own works of art
- Develop a range of painting techniques
- Practice the skills associated with art.

## Assessment

**Awarding body: N/A**

Activities and work will be assessed by your tutor and you will receive feedback on your progress.

## Course Length

36 weeks

## Attendance

You will be expected to attend every week.  
A minimum of 90% attendance is required to meet your learning outcomes.

## What else do I need to know?

Basic equipment is provided but if you would like to choose your own materials you are welcome to bring them to the class. If there is anything specific you need to bring to the session your tutor will inform you the week before.

## What could I do next?

Tutor will discuss your progression opportunities with you.



North Tyneside Council

# Confidence Through Drama

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

The course is designed for anyone who would like to develop their confidence by learning to express themselves through a range of mediums. To join this course you must be able to follow instructions, communicate, actively listen and demonstrate hand eye coordination. If you are unable to work independently you will need to come with someone to support you.

## What will I learn on this course?

This course will give you all the skills and confidence you need to perform in our various themed activities during the year. The themes are always inclusive and always reflect what is going on in the world today. This will include: singing, dancing, quizzes, poems, crafts and prop making plus themed fundraising.

## Assessment

Awarding body: N/A

Performances and self-review of skills.

## Course Length

36 weeks

## Attendance

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

## What else do I need to know?

You may be asked to come dressed in certain colours or bring in some props from home for performances.

You may also get the chance to perform in other performances with a choir.

## What could I do next?

You could join the choir, crafts or cookery course.



North Tyneside Council

# Cooking for Independence

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

On the course you will learn how to make various dishes using a range of recipes. To join this course you must be able to follow instructions, communicate, actively listen and demonstrate hand eye coordination. If you are unable to work independently you will need to come with someone to support you.

## What will I learn on this course?

This course is for anyone who wants to learn and become more independent in their home around cooking healthy meals. In these cookery sessions you will try a range of recipes that can be cooked using a hob and/or microwave. You will learn basic knife skills, how to follow a recipe, correctly use equipment and understand the importance of good hygiene practices in the kitchen.

## Assessment

**Awarding body: N/A**

Activities and work will be assessed by your tutor.

## Course Length

36 weeks

## Attendance

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

## What else do I need to know?

You will be given the ingredients **for week one only** thereafter you will be given the recipe for the following week for you to purchase the ingredients independently.

If you wish to take the cooked food home please bring a suitable container to carry it in. Tutor will advise.

## What could I do next?

Your tutor will discuss your progression opportunities with you.



# Drama Christmas

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## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

The course is designed for anyone who would like to develop their confidence and performance skills through a range of drama activities. This course also offers the opportunity to work towards a festive event which raises funds for local charities. To join this course you must be able to follow instructions, communicate, actively listen and demonstrate hand eye coordination. If you are unable to work independently you will need to come with someone to support you.

## What will I learn on this course?

This course will give you all the skills and confidence you need to perform in our fundraising festive concert and other performances.

## Assessment

**Awarding body: N/A**

Individual and group activities and concert performances and self-review of skills.

## Course Length

12 weeks.

## Attendance

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

## What else do I need to know?

You may be asked to come dressed in certain colours or bring in some props from home for performances.

## What could I do next?

You could join the choir; take an English or crafts course.



# Flower Arranging

North Tyneside Council

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

Flower arranging is suitable for total beginners or those who have had some previous experience. You will need to be able to communicate, listen and follow instructions. If you are unable to work independently you will need to come with an enabler to support you.

## What will I learn on this course?

This course is for anyone who enjoys creating floral displays. You will learn the basics, including choosing flowers, wiring, cutting, how to use an oasis, ribbons and foliage. Create wonderful displays and floral arrangements.

## Assessment

**Awarding body: N/A**

Activities and work will be assessed by your tutor.

## Course Length

36 weeks

## Attendance

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

## What else do I need to know?

You will need to bring a pair of sharp scissors with you to the first session. On week one **only** the tutor will provide flowers. After this, you will be given a hand-out with the next week's design, and will need to bring your own flowers, foliage and containers to all subsequent sessions. You should ensure that your containers help you to take your arrangements home.

## What could I do next?

Your tutor will discuss your progression opportunities with you.



North Tyneside Council

# Independent Living Skills SEND

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

To study this course you must be able to read, write and communicate at a basic level and have an Education Health Care Plan (EHCP).

All learners will receive an OneFile login as part of the course. In order to pass this course you will be required to build a file of evidence including classroom assessment. All evidence and progress will be recorded and monitored on OneFile. All learners will have access to 1-2-1 reviews with the learning coach throughout the academic year.

## What will I learn on this course?

On this course you will undertake a City & Guilds entry level Personal and Social Skills Certificate, undertake Functional Skills at the identified level and work towards gaining the qualification. During the first term you will learn about independent travel and explore volunteering opportunities, where you will be allocated a placement.

On the course you will cover the following units:

- Personal finance
- Effective communication
- Identifying hazards in familiar settings
- Healthy living
- Personal Skills
- Making a familiar journey safely
- Environmental awareness
- Dealing with problems in daily life

## Assessment

## Awarding body: City and Guilds

Assessment will take place in a formative and summative format

You will be given the opportunity to complete a range of vocational projects whilst developing your functional skills.

### **Course Length**

The course will be carried out over 38 weeks. You will attend **5 days per week**.

### **Attendance**

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

### **What else do I need to know?**

The knowledge and skills you learn on this programme can assist your chances of progressing onto the Vocational Study Programme/Advance Study Programme or NHS Project Choice, further education, training, employment or an apprenticeship.

### **What could I do next?**

Your tutor will discuss progression opportunities with you.



North Tyneside Council

## Life Skills DIY

### Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

If you are a person interested in carrying out DIY tasks in the home or pottering around the garden this course is for you. To join this course you must have communication, listening skills and good hand eye coordination. If you are unable to work independently you will need to come with someone to support you.

### What will I learn on this course?

At Norham Community Wing we have access to the Skills and Enterprise Centre. All resources will be provided enabling you to:

- Use tools safely in line with the manufactures instruction
- Research a range of materials and how to use them around the home
- Create a project artefact
- Develop a range of skills in relation to maintenance of the home and garden
- Practice the skills associated with DIY.

### Assessment

**Awarding body: N/A**

Observation by tutor with some written and oral questions. You will receive feedback on your progress.

### Course Length

36 weeks

### Attendance

You will be expected to attend every week.  
A minimum of 90% attendance is required to meet your learning outcomes.

### What else do I need to know?

Basic equipment is provided, but if you would like to choose your own materials you are welcome to bring them to the class. If there is anything specific you need to bring to the session your tutor will inform you the week before.

### What could I do next?

Tutor will discuss your progression opportunities with you around continuing to develop life skills in order to be more sufficient around the home.



# Sector Based Work Academy Introduction to Hospitality

North Tyneside Council

<b>Enrolment Requirements</b>	For more information or to apply ring (0191) 643 2288 or to apply online go to <a href="http://www.northtyneside.gov.uk/ala">www.northtyneside.gov.uk/ala</a>
This 6 week course is open to anyone who is <b>unemployed</b> and over the age of <b>19</b> . The programme will provide you with a wide range of skills and knowledge associated with working in the Hospitality industry. Guaranteed interviews will be arranged once all elements of the course are completed.	

<b>What will I learn on this course?</b>	
<ul style="list-style-type: none"><li>• Introduction to Hospitality</li><li>• Customer service in the hospitality industry</li><li>• Food safety in catering</li><li>• Food Safety</li><li>• Basic knife skills</li></ul>	<ul style="list-style-type: none"><li>• Food service</li><li>• Serving food and drink</li><li>• Basic food preparation</li><li>• Employability skills</li><li>• Barista training</li></ul> <p>Other optional units will be chosen.</p>

<b>Assessment</b>	<b>Awarding body: City and Guilds</b>
Assessment will be on-going through, observations, discussions, demonstrations, presentations, work experience and a portfolio of evidence.	

<b>Course Length</b>
6 weeks. With the option to carry on for an additional 8 weeks work experience. You will need to speak to the programme manager and JCP advisor.

<b>Attendance</b>
You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

## What else do I need to know?

**Start Date:** To be confirmed.

**Venue:** YMCA North Shields, Church Way, North Shields, NE29 0AB

**Weeks 1-3:** Vocational training: Wednesday, Thursday and Friday  
9:30am – 3:00pm (this includes a ½ hour lunch break)

**Weeks 4-6:** Work Placement hours will be agreed with the Café manager  
Monday, Tuesday, Wednesday, Thursday, Friday and Saturday 8:30am – 3:00pm, or  
depending on business requirements. These times may vary according to placement

Whilst on placement you will be required to wear black trousers or skirt, black t-shirt and  
sensible 'closed in' shoes (safety shoes will be provided if required).

Whilst attending classroom based learning, the Job Centre will reimburse your travel costs with  
proof of receipt.

Once you have been allocated your placement, NTC Employment and Skills will provide a  
travel pass on condition you attend the placement sessions.

**If childcare is required, speak to the JCP advisor at your initial meeting.**

Map of venue will be provided upon request.

Speak to your JCP advisor regarding uniform voucher (black trousers/skirt, black top and  
sensible black shoes non slip soles/trainers when on placement).

You must log onto **North East jobs North Tyneside** and **complete the application for  
catering services, you will then be contacted to arrange a date and time for the interview.**  
Catering Services will apply for your DBS if successful at interview. Your tutor will be able to  
provide you with a list of schools where there are vacancies.

## What could I do next?

Level 2 Hospitality and Catering Apprenticeship.



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# Vocational Study Programme SEND

## Enrolment Requirements

For more information or to apply ring (0191) 643 2288  
or to apply online go to [www.northtyneside.gov.uk/ala](http://www.northtyneside.gov.uk/ala)

To study this course you must be able to read, write and communicate at a basic level and have an Education Health Care Plan (EHCP).

In order to pass this course you will be required to build a file of evidence including classroom assessment. All evidence and progress will be demonstrated through RARPA documentation and one to one reviews. This will evidence the level of your knowledge and skills requested by employers.

## What will I learn on this course?

On this course you will undertake a RARPA framework of knowledge and skills to support your placement and build your employability skills plus develop or maintain your level of Functional Skills and attend a one day work-placement.

In preparation for your work placement, you will learn about planning for progression, investigating rights and responsibilities at work, work awareness, customer service and team building. In term 3 you will also receive guidance and support to create or update CVs, covering letters, completing job applications and practice interviews.

Other essential skills you will learn include:

- Problem solving
- Develop effective relationships
- Health and Safety in the workplace.

## Assessment

**Awarding body: N/A**

Work placement: your skills will be assessed throughout the course and you will complete an evidence based portfolio for RARPA.

You will be given the opportunity to complete a range of vocational projects whilst developing your functional skills.

### **Course Length**

The course will be carried out over 37 weeks. You will attend **4 days per week for the first half term**; this will increase to a **5 days** which will include a day's work-placement: hours to be agreed.

### **Attendance**

You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes. A minimum of 90% attendance is required.

### **What else do I need to know?**

The knowledge and skills you learn on this programme can assist your chances of progressing onto NHS Project Choice, further education, training or employment.

### **What could I do next?**

Your tutor will discuss progression opportunities with you.