



JOBS
& SKILLS
@THE HUB



HARTLEPOOL
COMMUNITY HUBS

ADULT COURSE GUIDE 2023/24

LEARNING IS THE
FOUNDATION
FOR YOUR
FUTURE

TERM 2

HELLO

We are pleased to welcome you and showcase our Adult Course Guide which contains a range of courses available through Jobs & Skills @ The Hub.

We offer a supportive and welcoming environment to make it as easy as possible for you to study with us including flexible learning options so that you can work at your own pace whilst balancing your studies around family, lifestyle and work commitments. You will probably find that the course you are interested in is free and you may also be eligible for financial support to cover costs such as travel.

All of our learners can access all of the amazing facilities and support within the Community Hubs so it is never too late to realise your aspirations and think about the future!

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www.hartlepooljobsandskills.com

CLASSROOM LEARNING

Discover our exciting range of classroom courses which commence in January across a range of subjects including English, Maths and Digital Skills. We're sure you'll find something that interests you whether the course is to develop your personal interests, improve your skills, support your aspirations or linked to work. If you're interested in a course but do not see it in this guide then just get in touch with our team within Jobs & Skills @ The Hub.

English

Course	Start	End	Day	Time	Venue
Functional Skills in English - Entry 3 to Level 2	10/01/2024	21/03/2024	Wed & Thu	12:30-15:00	People's Centre
Functional Skills in English - Entry 3 to Level 2	28/02/2024	03/07/2024	Wed	18:00-20:30	Community Hub Central
Functional Skills in English - Entry 1 & Entry 2	29/02/2024	04/07/2024	Thu	12:30-15:00	Community Hub South

Maths

Course	Start	End	Day	Time	Venue
Budgeting	11/01/2024	07/03/2024	Thur	13:00-15:00	Community Hub Central
Functional Skills in Maths - Entry 3 to Level 2	27/02/2024	09/07/2024	Tue	18:00-20:30	People's Centre

Digital

Course	Start	End	Day	Time	Venue
Digital Functional Skills - Entry 3 & Level 1	09/01/2024	22/03/2024	Tue & Fri	09:30-12:00	Community Hub South
Joining the Digital World	10/01/2024	20/03/2024	Wed	09:30-11:30	Community Hub South
Enhance Your Digital Skills	22/01/2024	18/03/2024	Mon	10:00-12:00	Community Hub South
Enhance Your Digital Skills	22/01/2024	18/03/2024	Mon	12:30-14:30	Community Hub South
ICT for Jobs and Work	23/01/2024	13/02/2024	Tue	12:30-14:30	Community Hub South

English for Speakers of Other Languages (ESOL)

Course	Start	End	Day	Time	Venue
ESOL Speaking & Listening - Entry 3	03/01/2024	27/03/2024	Tue & Wed	12:30-14:30	People's Centre
ESOL Next Steps in Phonics	03/01/2024	27/03/2024	Wed	10:00-12:00	People's Centre
ESOL Speaking & Listening - Level 1 & Level 2	08/01/2024	27/03/2024	Mon & Wed	09:30-12:00	Community Hub Central
ESOL Writing - Level 1 & Level 2	09/01/2024	28/03/2024	Tue & Thu	10:00-12:00	People's Centre
Introduction to Life in the UK	12/01/2024	08/03/2024	Fri	09:30-11:30	Community Hub Central

Volunteering

Course	Start	End	Day	Time	Venue
Discover Volunteering	10/01/2024	07/02/2024	Wed	09:30-11:30	Waverley Allotment
Discover Volunteering	11/01/2024	08/02/2024	Thu	09:30-11:30	Waverley Allotment
Discover Volunteering	28/02/2024	27/03/2024	Wed	09:30-11:30	Waverley Allotment
Discover Volunteering	29/02/2024	28/03/2024	Thu	09:30-11:30	Waverley Allotment

FLEXIBLE LEARNING

Discover all of our latest flexible courses which are now available across a range of subjects including Business, Education, Health & Care and Early Years. You can start these at any time and they provide you with the flexibility to decide when and where you study whilst receiving ongoing support from your Tutor/Assessor. If you're interested in a course but do not see it in this guide then just get in touch with our team within Jobs & Skills @ The Hub.

Business & Administration

Course name	Level	Qualification	Duration
Event Planning	2	Certificate	16 Weeks
Principles of Business Administration	2	Certificate	16 Weeks
Business Administration	2	Diploma	52 Weeks
Customer Service	2	Diploma	52 Weeks
Business Administration	3	Diploma	52 Weeks

Children & Young People

Course name	Level	Qualification	Duration
Children & Young Peoples Mental Health	2	Certificate	16 Weeks
Special Educational Needs & Disability	2	Certificate	16 Weeks
Understanding Adverse Childhood Experiences	2	Certificate	16 Weeks
Understanding Distressed Behaviour in Children	2	Certificate	16 Weeks
Understanding Specific Learning Difficulties	2	Certificate	16 Weeks
Children & Young People's Workforce	3	Diploma	52 Weeks
Residential Childcare	3	Diploma	52 Weeks

Early Years

Course name	Level	Qualification	Duration
Principles of Working in Early Years Settings	1	Award	12 Weeks
Introduction to Neuroscience in Early Years	2	Award	16 Weeks
Early Years Practitioner	2	Diploma	52 Weeks
Early Years Workforce (Early Year Educator)	3	Diploma	52 Weeks

Education

Course name	Level	Qualification	Duration
Preparing to Work in Schools	1	Award	12 Weeks
Information, Advice & Guidance	2	Certificate	16 Weeks
Supporting Teaching & Learning in Schools	2	Certificate	16 Weeks
Education & Training	3	Award	12 Weeks
Supporting Teaching & Learning in Schools	3	Diploma	52 Weeks
Careers Information	4	Diploma	52 Weeks
Education & Training	4	Certificate	52 Weeks

Management

Course name	Level	Qualification	Duration
Lean Organisation Management Techniques	2	Certificate	16 Weeks
Principles of Team Leading	2	Certificate	16 Weeks
Management Skills & Knowledge	3	Diploma	52 Weeks
Team Leaders & Supervisors	3	Diploma	52 Weeks
Management Skills & Knowledge	5	Diploma	52 Weeks

Health & Care

Course name	Level	Qualification	Duration
Safeguarding, Prevent & British Values	2	Certificate	16 Weeks
LGBT+ Inclusivity in Health & Social Care	2	Certificate	16 Weeks
LGBT+ Inclusion in the Workplace	2	Certificate	16 Weeks
Equality and Diversity	2	Certificate	16 Weeks
Living in a Fair & Diverse Society	2	Certificate	16 Weeks
Understanding Nutrition & Health	2	Certificate	16 Weeks
Awareness of Mental Health Problems	2	Certificate	16 Weeks
Understanding Care & Management of Diabetes	2	Certificate	16 Weeks
Counselling Skills	2	Certificate	16 Weeks
Principles of Dementia Care	2	Certificate	16 Weeks
Principles of End of Life Care	2	Certificate	16 Weeks
Self-Harm & Suicide Awareness & Prevention	2	Certificate	16 Weeks
Understanding Autism	2	Certificate	16 Weeks
Understanding Dignity & Safeguarding in Adult Care	2	Certificate	16 Weeks
Working with Individuals with Learning Difficulties	2	Certificate	16 Weeks
Health & Social Care	2	Certificate	20 Weeks
Understanding Autism	3	Certificate	52 Weeks
Health & Social Care	3	Ext. Diploma	104 Weeks

FINANCE & FUNDING

You may be eligible to study for free with key information shown below. If you would instead like to discuss this with us then please call us on 01429 868616 or email jobs.skills@hartlepool.gov.uk.

►Entry & Level 1 Courses

Free for those aged 19+ who are either unemployed or meet the Low Wage Criteria.*

►Level 2 Courses

Free if you are:

19-23 and have not previously achieved a full Level 2, or;
19+ studying an eligible Distance Learning Course
19+ and are either unemployed or meet the Low Wage Criteria.*

►Level 3 Courses

Free if you are:

19+ and have not previously achieved a full Level 3;
19+ and meet criteria for Free Courses for Jobs or Career Change.

►Free Courses for Jobs

This is designed to help adults aged 19+ to gain the valuable skills needed to improve their job prospects. You can access a free Level 3 qualification if you have not previously completed a full Level 3, if you are unemployed or if you meet the Low Wage Criteria.*

►Advanced Learner Loan

These are available for those aged 19+ to undertake Level 3 to Level 6 qualifications. If the course is not free then this provides you with financial support and you only need to repay when your income is over a certain threshold.

www.gov.uk/advanced-learner-loan

**Low Wage Criteria – Annual salary is below £33,210
Career Change – Seeking a career change into an Identified Tees Valley Priority Sector.*

HOW TO ENROL

COME AND SEE US



Community Hub Central

124 York Road
TS26 9DE
Mon to Fri
(10am-4pm)



Community Hub South

Wynyard Road
TS25 3LQ
Tues & Thurs
(10am-4pm)

Alternatively, you can enrol by contacting us through:



CALL: 01429 868616



EMAIL: jobs.skills@hartlepool.gov.uk



VISIT: www.hartlepooljobsandskills.com