

# Learning & Skills Darlington

2023 - 2024

# Prospectus



## Learning & Skills



**DARLINGTON**  
Borough Council



TEES VALLEY MAYOR



HM Government

# Welcome

Welcome to Learning & Skill Darlington's prospectus for 2023-2024. We have nearly 25 years' experience of delivering a wide range of courses for all ages and in your local community.

We were graded 'good' by Ofsted in June 2022 and the visit highlighted exceptional features in Apprenticeships, Study Programme and Adult Education. Ofsted reported, 'Learners and apprentices learn in a calm and welcoming learning environment where they feel valued and respected. Teachers are caring, very supportive, and learners and apprentices are motivated to learn'.

Learning & Skills Darlington has something for everyone, whether you want to improve your employment prospects, learn on the job, help your children with homework, improve your confidence, learn a new skill, or study a qualification online, we have the course just for you.

Our friendly team are here to help you with personalised information, advice and guidance so you can choose the right course. We would love to hear from you with any feedback or requests for bespoke courses as a learner, resident, employer or partner. So, take the first step on your learning journey to achieve your full potential and contact Learning & Skills Darlington today.

Best wishes,

**Alaine McCartney**

Learning & Skills Manager



## Learning & Skills Service

- Is committed to providing a quality service
- Works with people of all backgrounds
- Supports you in your aspirations
- Has knowledgeable and skilled teaching staff
- Provides quality information, advice and guidance
- Delivers courses in and around Darlington
- Has fantastic success rates
- Is judged 'good' by Ofsted (June 2022)



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For a full and comprehensive list of our courses and their content, please visit our website [www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills)



# Choosing the Right Course

Contact us on  
01325 405601 or  
07932 869325



To help you decide which course will suit you, the following definitions explain each level of study and will help you choose according to your existing level of knowledge and experience:

**Pre Entry Level** - This course is designed for those with no or very little basic skills and knowledge. The small class settings and additional support prepares the individuals to progress to Entry Level 1.

**Entry level - Beginners, Introductory courses** - Courses designed for those who wish to gain basic knowledge and skills. Qualifications are offered at Entry 1, Entry 2 and Entry 3 in a range of subject areas including English and Maths.

**Level 1 - Intermediate courses** - Courses designed for those who may have studied or gained a qualification some time ago. These courses provide a foundation to progress to advanced courses. Equivalent to NVQ 1, GCSE grades 1 to 3.

**Level 2** - Courses for those reasonably confident in their skills and knowledge and want to learn, apply and interpret information about the subject or skill. Equivalent to NVQ 2, GCSE grades 4 to 9.

**Level 3** - Courses for those who want to explore a subject in detail, with some independent research and reflection of the subject. Equivalent to NVQ 3, AS/A2 Level.

**Level 4/5** - Courses for learners who want an in-depth knowledge of current issues and how they apply to the wider environment. Equivalent to an A Level, Professional Certificates and Awards, Certificate of Higher Education and Foundation Degree.

## Term Dates

### Autumn Term

Tuesday 1st August 2023 - Tuesday 19th December 2023

*(Half Term: Monday 30th October 2023 - Friday 3rd November 2023)*

*(Christmas Holidays: Wednesday 20th December 2023 - Tuesday 2nd January 2024)*

### Spring Term

Wednesday 3rd January 2024 - Thursday 28th March 2024

*(Half Term: Monday 19th February 2024 - Friday 23rd February 2024)*

*(Easter Holidays: Friday 29th March 2024 - Friday 12th April 2024)*

### Summer Term

Monday 15th April 2024 - Tuesday 23rd July 2024

*(Half Term: Monday 27th May 2024 - Friday 31st May June 2024)*

# Enrolment

You can enrol onto the majority of our courses and programmes online

visit [www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills)

## You can also enrol by



**01325 405601**



**07932 869325**



**l&s@darlington.gov.uk**



**In person at:**

### Coleridge Centre

Coleridge Gardens  
Darlington  
DL1 5AJ

### Bennet House

14 Horsemarket,  
Market Square  
Darlington  
DL1 5PT

## Opening times

**Monday 8.30am - 4.30pm**

**Tuesday 8.30am - 4.30pm**

**Wednesday 8.30am - 4.30pm**

**Thursday 8.30am - 4.30pm**

**Friday 8.30am - 4pm**

**Saturday - Closed**

**Sunday - Closed**

## Terms and Conditions

To enrol on the majority of our courses you must:

- be aged 19+\*
- have the right to live and work in the UK
- have resided in the UK or EU for the previous three years
- be a resident of the Darlington or Teesside (DL or TS) postcode area, or live within commuting distance of Darlington to access our in-centre\*\*

\* 16-19 for our Pre-Employment Study Programmes and 16+ for an Apprenticeship

\*\* or a non-devolved area within England for our online-only courses

Terms and conditions differ for English for Speakers of Other Languages (ESOL) and for Level 3 and 4 qualifications. Please speak to a Learning & Skills adviser.



DarlingtonLandS



@DarlingtonL\_S



Darlington L\_S



07932 869325

# Pre-Employment Study Programmes

Study Programmes are a range of pre-employment courses for 16-18 year olds in the Darlington and Tees Valley area that enable them to develop their personal, social and employability skills in a small and friendly environment that suits their way of learning. The courses allow young people to gain work experience with an employer to increase their chances of gaining employment, further training or an Apprenticeship. Learners will also increase their maths, English and ICT skills too.

Courses range from Entry level 1 to Level 2 and learners can work towards various qualifications, including awards, certificates or diplomas in their chosen area. Learners may be entitled to free lunches, free travel with Arriva North East and additional education bursaries, subject to terms and conditions.

Contact us on  
01325 405108 or  
07983 996144



Course Title	Venue	Duration	You can Progress to...
Employability and Personal Development Course	Learning & Skills Bennet House, 14 Horsemarket	An academic year Minimum of 18hrs per week Course length may vary depending on level, start date and achievement.	Apprenticeship or FE courses in areas of choice Employment or Volunteering with businesses
Customer Service	Learning & Skills Bennet House, 14 Horsemarket	An academic year Minimum of 18hrs per week Course length may vary depending on level, start date and achievement.	Apprenticeship or FE courses in areas of choice Employment or Volunteering with businesses
Pre-Employment Skills	Learning & Skills Bennet House, 14 Horsemarket	An academic year Minimum of 18hrs per week Course length may vary depending on level, start date and achievement.	Apprenticeship or FE courses in areas of choice Employment or Volunteering with businesses

## Diplomas for 16-18 year olds

Level 2 Diplomas are offered to 16-18 year olds in Motor Vehicle Mechanics, Customer Service and Business Administration. Diplomas last up to an academic year and allow the learner to study different aspects of their chosen area whilst gaining a recognised qualification. These diplomas can be used as part of an apprenticeship or as a standalone qualification.

These diplomas will involve some work experience with a local employer chosen by the learner, and they may enable them to gain further industry qualifications such as a CSCS card, First Aid and more. If required, we'll also help learners with their English and maths skills to support their progression.

Course Title	Duration	You can Progress to...
Motor Vehicle - Light Vehicle Maintenance Diploma (Level 2)	An academic year Minimum of 18hrs per week	Autocare Technician Apprenticeship (level 2) or Motor Vehicle and Service Technician Apprenticeship (Level 3) or a career as a mechanic in a garage or engineering.
Customer Service Diploma (Level 2)	An academic year Minimum of 18hrs per week	Business Administration Apprenticeship (Level 3) or Customer Service Practitioner Apprenticeship (Level 2) or a career as a receptionist or call centre operative.
Business Administration Diploma (Level 2)	An academic year Minimum of 18hrs per week	Business Administration Apprenticeship (Level 3) or Customer Service Practitioner Apprenticeship (Level 2) or a career as a receptionist or call centre operative.

## Reece Case Study

Before I joined Learning & Skills Darlington, I was a student at Beaumont Hill Academy. I had wanted to join Darlington College, and when I finally became an actual student there, I only lasted 3 days before my anxiety got the better of me and made me upset. I had to return to Beaumont Hill Academy. While it was better for me to return, my actions outside of education were unhealthy to say the least.

I started to finally act like a proper adult before turning 18. I attended my first day of Learning & Skills Darlington's Study Programme at their better and more central location, Bennet House on the Market Square.

Now in 2022 I'm 19 years old, turning 20. I feel much better mentally than I was 2 years ago. Learning & Skills Darlington has taught me that I can have conversations again without looking and feeling awkward. I'm enjoying other people's company more often than not.

Thanks to Learning & Skills Darlington, I've felt my confidence come back better than ever. I feel grateful to be accompanied by people who understand mine and the other student's personal struggles. I'm really doing well with my maths, English and other skills.

Thank you, Learning & Skills.



## Molly Case Study

When I started at Learning & Skills Darlington, I was very nervous and anxious. I also had low self-esteem and low confidence. Thanks to the support from the staff at Learning & Skills my confidence grew, and I began to believe in myself and look forward to the future and experiences along the way.

Learning & Skills is a great place to learn if you have had a tough journey in education. All the staff are friendly and approachable, they are willing to help answer any queries and questions that you may have, and they make difficult situations sound easy even though they might not be

The staff at Learning & Skills can help you with your work and they don't mind repeating themselves over and over again. Some of the experiences I have had are:

- virtual speakers for school
- helping the council environment services team
- keeping the parks and pathways in the area looking tidy and smart

At Learning & Skills there is a careers adviser who can help you get career opportunities throughout the year. Without Learning & Skills I wouldn't be where I am today without the support and help they have given to me. The staff are friendly and approachable when anything unexpected happens.

Thank you, Learning & Skills.



# Apprenticeships

If you are ready to commit to both work and study, then an Apprenticeship is for you. Apprenticeships allow you to gain practical real-life experience, developing transferable skills and earning a wage. Apprenticeships have developed significantly over the years and there is now the opportunity to study Apprenticeship standards. Most employers will look for you to have GCSE grade 4/C or above in maths and English, although it is not solely based on academic achievement and will ultimately be up to the employer. The delivery methods of each Apprenticeship differ a great deal, as does each Apprenticeship offered.

The duration of the Apprenticeships below includes an additional End Point Assessment (EPA) planning period, normally 3 months. The EPA is the final assessment, which is independently assessed, and used to showcase the knowledge, skills and behaviours developed over the duration of the Apprenticeship.

To view our latest vacancies or for more information on the below apprenticeship training areas please visit our website.

## Customer Service and Administration Courses

### Duration You can Progress to...

Business Administrator Apprenticeship (Level 3)	15 months	Customer Service Specialist Apprenticeship (Level 3) or Team Leader/Supervisor Apprenticeship (Level 3) or a career in an office as a supervisor or team leader in business administration
Customer Service Practitioner Apprenticeship (Level 2)	12 months	Business Administrator Apprenticeship (Level 3) or Customer Service Specialist Apprenticeship (Level 3) or a career as a customer service adviser or assistant in a variety of settings. Eligibility to join the Institute of Customer Service as an Individual member at Professional level
Customer Service Specialist Apprenticeship (Level 3)	15 months	Business Administrator Apprenticeship (Level 3), Team Leader/Supervisor (Level 3) or FE/HE courses in Customer Service or Leadership and Management or a career as a customer service adviser or assistant in a variety of settings. Eligibility to join the Institute of Customer Service as an Individual member at Professional level
Team Leader/Supervisor (Level 3)	18 months	Business Schools Professional Apprenticeship (Level 4) or Associate Project Manager Apprenticeship (Level 4) or Operations Departmental Manager Apprenticeship (Level 5) FE/HE courses in Leadership and Management. Progression to associate membership with the Chartered Management Institute and/or the Institute of leadership and management
School Business Professional (Level 4)	15 months	Operations Departmental Manager Apprenticeship (Level 5) or a career as a School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer or Bursar. Become a Full Member of the Institute of School Business Leadership
Operations or Departmental Manager Apprenticeship (Level 5)	30 months	Senior Leader Apprenticeship (level 7) or FE/HE courses in Leadership and Management or a career as a manager in a business environment that has operational and departmental responsibilities

## Construction Courses

### Duration You can Progress to...

Carpentry and Joinery Apprenticeship (Level 2)	24 months	Carpentry and Joinery Advanced Apprenticeship (Level 3) or a career as a site joiner with a building company
Advanced Carpentry and Joinery Apprenticeship (Level 3)	15 months	Team Leader/Supervisor Apprenticeship (Level 3) or a degree or FE/HE courses in construction/engineering or a career as a site joiner or site supervisor with a building company
Property Maintenance Operative (Level 2)	18 months	Team Leader/Supervisor (Level 3) or a career as maintenance assistant, property engineer, facilities assistant, maintenance engineer, maintenance manager, maintenance technician, caretaker, janitor, multi-skilled technician, premises manager
Wood Product Operative (Level 2)	24 months	Team Leader/ Supervisor Apprenticeship (Level 3), Progress within the sector as a CNC (computer numerically controlled) operative, finishing operative/sprayer and assembler or machinist

## Warehousing and Distribution Courses

### Duration You can Progress to...

Supply Chain Warehousing Operative (Level 2)	12 months	Pursue a career within the sector as a warehouse operative or progress to Transport and Warehouse Operations Supervisor level 3 Apprenticeship
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Motor Vehicle Mechanic Courses	Duration	You can Progress to...
Motor Vehicle and Service Technician Apprenticeship (Level 3)	36 months	Higher Apprenticeship in Advanced Diagnostics, Team Leader/Supervisor Apprenticeship (Level 3), Management Principles (Level 4) or Operations Departmental Manager Apprenticeship (Level 5) or a career as a qualified vehicle technician, master technician, MOT tester or a supervisory role
Care and Teaching Courses	Duration	You can Progress to...
Adult Care Worker Apprenticeship (Level 2)	12 months	Lead Adult Care Worker Apprenticeship (Level 3) or Senior Healthcare Support Worker Apprenticeship (Level 3) or a career as a health care assistant within a variety of settings including NHS/care homes/mental health/learning disabilities/substance misuse/social care
Lead Adult Care Worker Apprenticeship (Level 3)	18 months	Team Leader/Supervisor (Level 3), Lead Practitioner in Adult Care (Level 4), Degree or FE/HE courses in Health and Social Care, Nursing or Adult Care or a career as a lead health care assistant or supervisor/management. Careers within a variety of settings including NHS/care
Lead Practitioner in Adult Care (Level 4)	18 months	Leader in Adult Care Apprenticeship (Level 5), Degree or FE/HE courses in Health and Social Care, Nursing or Adult Care or a career as a lead health care assistant or supervisor/management. Careers within a variety of settings including NHS/care
Leader in Adult Care (Level 5)	18 months	Pursue a career as a lead health care supervisor/management within a variety of settings including NHS/care homes/mental health/learning disabilities/substance misuse/social care
Healthcare Support Worker (Level 2)	18 months	Senior Healthcare Support Worker Apprenticeship (Level 3) or Lead Adult Care Worker Apprenticeship (Level 3) or a career as a health care assistant within a variety of settings including NHS/care homes/mental health/learning disabilities/substance misuse/social care
Senior Healthcare Support Worker (Level 3)	24 months	Degree or FE/HE courses in Health and Social Care, Nursing or Adult Care or a career as a lead health care assistant or supervisor/management. Careers within a variety of settings including NHS/care homes/mental health/learning disabilities/substance misuse/social care
Early Years Educator Apprenticeship (Level 3)	18 months	Team Leader/Supervisor Apprenticeship (Level 3), Degree or other FE/HE courses in early years or children & young people or a career as an early year's practitioner
Teaching Assistant Apprenticeship (Level 3)	18 months	Higher level Teaching Assistant qualification or FE/HE or Certificate in Education or PGCE or a career as a teaching assistant within mainstream or specialist schools or post 16 education

## Why choose an Apprenticeship?

- 1. Earn while you learn**
- 2. Work Experience** - Enabling you to link theory to practice
- 3. Support** - Experienced tutors and careers mentor available to provide personalised support allowing you to succeed
- 4. Kick start your career** - Giving you experience to progress in your chosen sector
- 5. Develop and learn new skills** - Developing your confidence and enabling you to work with a range of different people



# Employers' Information

## Employer Incentive Payments

All employers receive an incentive payment of £1,000 for employing an apprentice aged between 16-18 or an apprentice aged between 19 and 24 years old with an Education, Health and Care plan. Additional incentives based on criteria such as geographical and vocational area may also be available.

Learning & Skills is looking for employers to work in partnership with, offering high quality Apprenticeships and work experience placements to the people of Darlington and the surrounding area. This would be for people who are aged 16+ and will be looking to gain and develop the vital skills, behaviours and knowledge of the industry area that they want a career in.

We have an excellent track record of working alongside employers and supporting their businesses and would really like to support yours too.

## Apprenticeships

Taking on an Apprentice is a fantastic way to develop your workforce and increase the productivity of your business, whilst not affecting your bottom line. An Apprenticeship is a genuine job which combines practical training in a job with study. The Apprentice will be aged 16+, be paid at least the National Minimum wage for Apprentices and have a contract of employment for a minimum of 30 hours per week.

The Apprentice will gain new experiences and develop their knowledge, skills and behaviours whilst in the workplace, alongside being supported from industry expert trainers through our training sites. Apprentices are just starting out their career and so are an enthusiastic and a valuable addition to your team. With some great government funded financial incentives there really is no better time to consider hiring an apprentice.

*"Our apprentices have been an invaluable resource for the company and have helped us to address many key administration functions within the firm as we grow from the post-pandemic climate.*

*It has been incredibly rewarding to see our apprentices developing and maturing within their roles, taking responsibility and, ultimately, becoming important members of our team."*

**Claire Conway, Latimer Hinks Specialist Trust & Tax Adviser/  
Operational Support Supervisor**

**Ofsted stated:** *"Employers value and support the off-the-job training that tutors provide for apprentices. This training enables apprentices to embed key concepts into their long-term memory and apply them fluently in the workplace. Tutors provide helpful feedback, which enables apprentices, and their employers, to know the progress that they are making in acquiring new knowledge and skills. Apprentices make good progress and are well prepared for their end-point assessments."*

# Employers' Information continued...

## Diploma Courses and Study Programmes

We are also looking for employers to support the Study Programmes and Diploma courses by enabling us to offer short and long term work experience to young people aged 16 - 18. The work experience could be anything from one week to 12 months and it would enable the young person to gain vital skills and knowledge in their chosen area, as well as develop their work ethic and transferable skills.

The work experience would be for 16 - 18 year olds from a range of backgrounds who are trying to access further education, employment or an Apprenticeship.

They will have committed interest in their chosen area of work and will be supported by our training staff throughout their experience. Any specific needs will be discussed at the outset, so that you can decide if the learner would be suitable for your business.

The work experience is on a voluntary basis with no cost to the placement, such as wages and PPE. This is the ideal way to trial a young person before progressing them onto an Apprenticeship, on completion of the Diploma course. For more information contact us on 01325 405601, 07932 869325 or [l&semployerengagement@darlington.gov.uk](mailto:l&semployerengagement@darlington.gov.uk)



# Functional Skills and English for Speakers of Other Languages (ESOL)

Functional Skills are the fundamental skills you need for your working and personal lives. We offer Functional Skills courses to improve your skills and confidence in reading, writing, using numbers, and using computers. You will learn in a friendly and supportive environment and at pace to suit your needs. Functional Skills can be used to improve your employment opportunities or to move up the ladder at work. Courses run throughout the academic year and you can sign up for a free initial assessment today! Further details can be found on our website.

## Functional Skills Maths

We can help you with the basics of maths from addition and subtraction to multiplication, division and times tables. You will work towards understanding decimals, percentages, fractions, money and time, measurement, areas, perimeter, volume, ratios and much more.

## Functional Skills English

We can help you with the basics of English with a particular focus on reading and writing, speaking and listening and punctuation and grammar. You will work towards understanding tenses and verbs and you will work on your spelling, proof reading, the use of apostrophes and commas, and much more.

Employers, universities and colleges will generally expect you to have a GCSE or Functional Skills maths and English qualification

## Functional Skills ICT

We can help you with the basics of ICT from using a mouse and a keyboard to looking at how a computer operates and the use of the Internet. You will work towards using Microsoft Office (Word, Excel, PowerPoint and Publisher), sending emails, saving files, file management, using databases, printing and much more.

## Essential Digital Skills

Develop and gain a qualification in the essential digital skills needed in your personal and professional lives, including:

- Using devices and handling information
- Creating and editing
- Communicating
- Transacting
- Being safe and responsible online

Functional Skills and ESOL courses are free of charge

## ESOL

ESOL courses are entry level English language courses designed for those who do not have English as their first language. They will help to develop communication skills for everyday situations and have the opportunity to work with other learners and make new friends from many different countries. ESOL will boost an individual's confidence and help them to read, write and speak clearly in English.

We offer ESOL from Pre-Entry level (very basic beginners) all the way up to Level 1. Courses are offered on a variety of days, times and venues across Darlington, including morning, afternoon and evening classes. We even run ESOL community courses throughout the summer holidays too so learning English never stops for those who need it most.

ESOL courses are free of charge subject to the following eligibility criteria:

- The individual must be aged 19+ and reside in Darlington, or within commuting distance of Darlington
- They must have been living in the UK for at least 6 months\*
- They are a refugee, or
- They are claiming asylum and have permission from the home office to access work, education and training, or
- They have been in the UK for the previous three years and have the right to live and work in the UK

\* the 6 month waiting period does not apply to Ukrainian nationals

We have previously used ESOL to help Syrian and Afghan refugees, and most recently Ukrainian nationals fleeing the conflict in their home country, to learn English.

Before attending a Functional Skills or ESOL course you must complete an initial assessment to check your current working level. Assessments are held both online and in-centre at the Coleridge Centre (excluding holidays and bank holidays).

# Distance Learning

Distance Learning is a flexible way to study accredited qualifications from the comfort of your own home. You choose where and when you study. Our 35+ courses allow you to develop your career quickly and easily, or gain vital skills needed for your CV, without having to attend classes, arrange childcare or making changes to your work schedule. We offer a range of Level 1 and Level 2 accredited Distance Learning courses.

## Healthcare / Social Care

- The Prevention and Control of Infection in Health Care Settings
- The Safe Handling on Medication in Health and Social Care Settings
- The Care and management of Diabetes
- Dignity and Safeguarding in Adult Health and Social Care
- Certificate in Common Childhood Illnesses
- The Principles of Dementia Care
- Common Health Conditions
- The Principles of End of Life Care
- Falls Prevention Awareness
- Substance Misuse Awareness
- Oral Care for Health and Social Care
- Diploma in Care
- Caring for the Elderly

## Learning Difficulties and Disabilities

- Principles of Working with and Supporting Individuals with Learning Disabilities
- Understanding Behaviour that Challenges
- Understanding Distressed Behaviour in Children
- Understanding Specific Learning Difficulties
- Understanding Autism

All Distance Learning courses are free of charge and are accessed online\*, 24/7, 365 days a year. After a short induction you will receive your deadlines, tutor contact details, access to the system and any resources you may need.

## Mental Health

- Mental Health Awareness
- Awareness of Mental Health Problems
- Understanding Children and Young People's Mental Health
- Self Harm and Suicide Awareness and Prevention
- Awareness of Bullying in Children and Young People
- Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace
- Emergency First Aid for Mental Health

## Other

- Understanding Nutrition and Health
- Understanding Safeguarding, Prevent and British Values
- Counselling
- The Principles of Customer Service
- The Principles of Team Leading
- Equality and Diversity
- Information, Advice and Guidance
- Understanding Domestic Abuse

We add  
new courses  
throughout the  
academic year.  
Visit our website  
for the latest list  
of courses



# Continuing Professional Development (CPD)

CPD is made up of individual, short, free modules to help you gain the vital skills you need for your workplace or for your CV to help you find employment. You can choose when and where you study as these modules are delivered online, there's no need to attend a class. Each module is exclusively accessed online. After a short induction you will receive your tutor contact details and access to the easy-to-use online learning platform.

## CPD Modules

We offer numerous individual modules across a wide variety of subject areas. Each module takes anywhere between 2 to 6 hours to complete. All modules are completely free of charge and accessible 24/7.

Some of the modules we offer include, but are not limited to:

### Healthcare/Social Care

- Prevention and Control of Infections
- Substance Misuse Awareness
- Understanding Depression
- Understanding Anxiety
- Understanding the Safe Handling of Medication
- Mental Health Awareness
- Introduction to First Aid

### Workplace/Personal Development

- Discipline in the Workplace
- Solving Problems and Making Decisions
- Leading and Motivating a Team
- Organising and Delegating
- Understanding Leadership
- Rights and Responsibilities in the Workplace
- Understanding Equality and Diversity in the Workplace
- General Data Protection Regulation (GDPR)
- Health and Safety in the Workplace
- Manual Handling Safety at Work
- Control of Substances Hazardous to Health (COSHH)
- Career Development
- Understanding Consent
- Deliver Excellent Customer Service
- Food Safety Awareness
- Personal Money Management
- Safeguarding Adults and Children
- Principles of Internet Safety
- Stress Management
- Fire Safety Principles



We add  
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academic year.  
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# Bespoke Employer Led Programmes

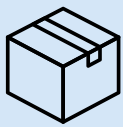
Bespoke Employer Led Programmes (BELPs) are free, one week intensive upskilling courses that offer a quick way into employment. We work in partnership with YEI Darlington, the Job Centre and big-name employers across the borough to support recruitment around their organisational needs. As long as you hit the three entry requirements below, you're good to go:

- a Darlington resident
- aged 19+
- unemployed and seeking employment, or employed and looking to upskill



Each course involves; interview skills, bespoke skills for the individual employer, an exclusive tour of the organisation's facilities and a **GUARANTEED** fast-track interview upon completion of the course.

## Warehousing with



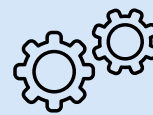
(Faverdale, Darlington)

## Customer Service with EE



(Lingfield Way, Darlington)

## Engineering with Cummins



(Yarm Road, Darlington)

## We are also in discussions with other big-name employers including the NHS

We are always looking to expand our offer. If you are an organisation and are looking for support with recruitment, and you feel this model would help your recruitment needs, please get in touch with us.

There's no cost to you, all we ask is that you spare time to provide a tour of your facilities and agree to providing an interview for the candidates upon completion of the course.



**DARLINGTON**  
Borough Council



**jobcentreplus**



DarlingtonLandS



@DarlingtonL\_S



Darlington L\_S



07932 869325

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# Adult Education

Choose from a wide range of accredited qualifications to develop your career or enhance your employment prospects. Learn something new, different and useful or improve your existing skills to kickstart your career or learning journey.

## Level 3 Award in Education and Training

This course is perfect for you if you want to teach in the Lifelong Learning Sector or if you are a trainer or tutor who has no formal teaching qualifications.

### The course will give you an insight into:

- The roles and responsibilities of a teacher
- The role of the assessor
- Teaching methods and assessments
- Learning styles
- Establishing ground rules
- Embedding functional skills into lesson plans
- Legislation and codes of practice
- Inclusive learning and Equality & Diversity

The course consists of three assignments and a 30 minute micro teach to your classmates.



## Other adult learning qualifications include:

- **Working with Children Young People and Families in Health and Social Care Settings (Levels 1 and 2)**

Develop and understanding of the services and sectors within childcare, the key issues of working with children and young people, the role of a practitioner in this sector and develop your safeguarding knowledge on these free courses.

- **Preparing to Work in Schools (Levels 1 and 2)**

Considering a career as a teaching assistant in a school or college? These free courses will give you the basic skills needed to be a teaching assistant and allows you to study and analyse the school curriculum to assist your studies.

- **Preparing to Work in Early Years (Level 1)**

Considering a career as a teaching assistant in a nursery, school or college? This free course will give you the basic skills needed to support children across a variety of settings and open the doorway into other child-related accredited courses. This qualification is recommended if you wish to volunteer within a school.

- **Support Your Child's Learning (Level 1)**

Develop your child's literacy, numeracy, ICT and communication skills away from a classroom environment through fun games and activities. Gain an understanding of the way children are taught in schools and expand on their development at home on this free course.

- **Awards in Volunteering (Levels 1 and 2)**

Gain an insight into volunteering and build the relevant skills needed for a volunteering role, such as communication, avenues to volunteering, national curriculums and more, on these free courses.



# Adult Education

Level 3 and Level 4 qualifications enable you to gain the skills and experience whilst studying towards a nationally recognised qualification. The qualifications are designed to give you an overview of your chosen area of interest and to develop a wide set of skills and experience that can be used for further training and development.

You should already be employed in your chosen learning area or must be willing to source a work placement for a minimum of 16 hours per week. You must be residents of Darlington or the Tees Valley postcode areas.

The Level 3 qualifications listed below may be free of charge (fully funded) for Darlington residents, which means you will not need to pay a course fee or request a Student Loan. Please contact us for more information regarding course fees.

Level 3 Diplomas	Duration	You can Progress to...
Children and Young People's Workforce	Up to 12 months	Relevant FE courses or job roles in the social care or childcare sectors
Healthcare Support	Up to 12 months	Level 4 Adult Care Diploma or relevant FE courses or job roles in the healthcare sector
Residential Childcare	Up to 12 months	Relevant FE courses or job roles in the residential childcare sector
Early Years Educator	Up to 12 months	Relevant FE courses or job roles in the early years sector
Level 3 Certificates	Duration	You can Progress to...
Understanding Autism	Up to 12 months	Level 3 Adult Care or Residential Childcare Diplomas or relevant FE courses or job roles in the education, social care or childcare sectors
Principles of Dementia Care	Up to 12 months	Level 3 Adult Care Diploma or relevant FE courses or job roles in the adult social care sector
Assessing Vocational Achievement	Up to 12 months	Level 4 Award in the Internal Quality Assurance Processes and Practice or relevant FE courses or job roles in the education sector
Level 4 Diplomas	Duration	You can Progress to...
Adult Care	12 months	Leadership and Management Apprenticeship (Level 5) or relevant FE courses or career development into specialised roles or further career progression
Business Administration	12-15 months	Leadership and Management Apprenticeship (Level 5) or degree level courses in Business Administration or Leadership and Management courses or a career in an office as a manager or team leader in business administration
Early Years Educator	15-18 months	Degree or FE/HE courses in early years/play work, nursery nursing or child studies or a career as a nursery nurse or lead nursery practitioner

# Learning for Leisure

**They're back!** After a five year absence, we're now able to bring back our learning for leisure courses, but with a twist... they're now free of charge! The courses listed below allow you to learn something new and fun or develop your existing skills, to make new friends, to develop your confidence and ultimately to get out of the house and try something different. The courses below could lead on to many other learning opportunities with us.

Visit our website [www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills) to find the latest learning for leisure courses. New courses are added throughout the academic year so make sure to keep checking our website and social media pages.

## Languages



Spanish



French



Ukrainian



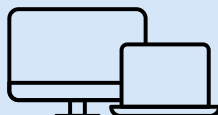
Italian



German

## IT/Technology

Computers for  
Beginners



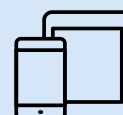
Introduction to  
Microsoft Office



Social Media  
Marketing



Learn to use  
your Smartphone



## Cookery

Cooking on  
a Budget



Slow Cooker  
One Pot Wonders



Indian Cookery



Cake Baking  
and Decorating



## Art and Crafts

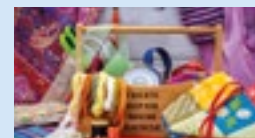
Creative Writing



Creative Crafts



Thrift and Upcycle



Mindfulness



# Family Learning

Courses available to parents, carers and childminders to improve their ability to support their child's learning and encourage families to work and learn together in a fun and safe environment. The courses below are delivered in small classroom settings and/or online via Google Classroom. Family Learning Courses are free of charge!

- **Family First Aid** - This course is suitable for those who would like to improve their First Aid skills and create a safe environment in their home
- **New Career, New You** - This course is suitable for anyone who would like to improve their employability and job searching skills
- **Confidence Building** - A short course designed to help you get back into learning
- **Fun with English/Fun with Numbers** - Helping parents/carers/grandparents understand current methods used in school through fun games and activities
- **Parenting Together** - Practical parenting tips to include dealing with behaviour issues, different stages of growth, children's play and learning, accident prevention and health. The course is designed to focus on 0-5 years, 5-11 years and 11-16 years
- **Time for Books** - Develop your child's speech and encourage reading through games, activities, nursery rhymes, reading, phonics and more!
- **Family Health and Happiness** - This course helps you to deal with stress, promote self-esteem, create a happy home plus lots more!
- **Healthy Mind and Body** - This course covers healthy eating, importance of exercise, sexual health, dealing with stress, positive thinking and more

All of our Family Learning courses are delivered from the Coleridge Centre, schools, children's centres, online and other venues across Darlington and the surrounding area.

We also offer seasonal workshops to families throughout the academic year. Children are welcome but must be accompanied by an adult at all times.

## Intensive Support

If you would like to get back into learning but you have lost your confidence and don't know where to start, Intensive Support could be for you. The Intensive Support programme is unique whereby our tutors will work on a one to one basis with you in your home or in a community setting to support you back into learning.

### We'll help you:

- Build confidence and self-esteem
- Improve your basic skills, including maths and English
- Join community learning classes
- Set future, positive goals

### Professionals and Practitioners

You can refer clients you are supporting to the intensive Support programme at any point during the year. Referrals can be made by phone, email or post. We can also send you both the digital and hard copies of the referral form, to request this please email [I&S@darlington.gov.uk](mailto:I&S@darlington.gov.uk) or you can download the referral form from our website.

You can refer yourself onto Intensive Support and referrals will also be accepted from professionals and practitioners. Referrals can be made by phone, email or post. You can find a referral form on our website.

If you would like further information please contact us on **(01325) 405601, 07932 869325** or email [I&S@darlington.gov.uk](mailto:I&S@darlington.gov.uk)

# Testimonials

"Through the Confidence course, Learning & Skills Darlington has given our clients the voice to be able to seek the support they need"

**Rebecca -  
Foundation Darlington**

"The apprenticeship to me is an amazing opportunity to gain skills and knowledge in a supportive and accessible environment. It allows me to work on my development with a trainer who gets it, knows her stuff and genuinely wants us to enjoy the learning process."

**Michelle McIntyre - Team Leader/  
Supervisor Apprentice**

"I loved doing this course as it gave me the confidence to know what to expect in an interview and what the interviewers expected of me. I like the way that we discussed the difficult questions that might be asked so I am prepared as I never know what to say. Getting the chance to have a look around the EE call centre was brilliant and interesting as I knew where to go when I came for the interview. Thank you for helping me to get my job at EE!"

**S Musgrave -  
Upskill into Employment with EE**

"I enjoy my apprenticeship because it enables me to learner new skills to take into my career. I enjoy learning new things and like the people that I work around. The staff at DBC and Learning & Skills all help and enable me to move further on my course and with my career. This helps to improve my attitude towards my job and drives me to do better."

**Joe Yellow - Carpentry and  
Joinery Apprentice**

"I enjoy coming to Learning & Skills. The tutors are very supportive and have helped me with my studying. I look forward to joining the Motor Vehicle Diploma course and then becoming an Apprentice"

**Ayman Alammar -  
Study Programme**

"Learning & Skills are the best! I have been working with them 5 years now and I can't thank them enough for everything they do for me or even how far I have come on with all the Distance Learning courses."

**Level 2 Maths learner**

"The course was excellent! It was well developed with the right balance of class and homework. I hadn't done any maths since school over 40 years ago, Amel gave me confidence in my ability and helped me overcome my fears"

**Level 2 Maths learner**

"I really enjoyed completing the Distance learning Counselling Course and developing my knowledge in this subject matter further - I feel that I learned a lot. I do intend to look for more available training in respect of Counselling, in order to expand my knowledge and experience of the subject matter further. It is an interest, and long term goal of mine to eventually gain higher qualifications in respect of CAMHs and counselling, and by completing this course it has further piqued my interest and desire to pursue this as an option and to eventually transition into this area as a future career path."

**Lisa Porritt - Distance Learning Level 2 Counselling Course**

# Google Suite Online Digital Classroom

## We've gone digital!

As part of our commitment to make learning and teaching more digital we will introduce you to exciting tools within the Google for Education Suite when you enrol on certain courses. This means moving some of our classes away from a classroom setting and making them digital. Applications such as Google Classroom, Google Docs, YouTube, and Google Meet will help develop your technical skills and in addition provide a new online gateway between you, your classmates and your Tutor. Don't worry, we'll be there every step of the way to help you get online and guide you through learning digitally.



## Equal Platform

In addition to Google Classroom above, we have also introduced the online 'Equal Platform' to those enrolling onto any of our online Distance Learning (DL) and Continuing Professional Development (CPD) courses. The Equal Platform is a straightforward, easy to use online system where you will access your pre-loaded online course, any relevant resources you may need and where you can also download your certificate upon completion of the course\*. Don't worry, we'll be there every step of the way to help you get onto and navigate the system from when you enrol right up until you finish.

**\*downloadable certificates available for CPD courses only**

# Student Discount Cards

All learners studying with us on a course more than 10 weeks in duration are now eligible for a TOTUM PRO student card, unlocking over 200 UK discounts across travel, dining out, online shopping and lots more.

Big brands you can use your card with includes Co-op, ASOS, Odeon, Domino's Pizza, LNER, National Express and many, many more. A full list of retailers can be found on the TOTUM PRO website.

Any apprentice is automatically eligible for the NUS Apprentice Student Discount Card which offer even more benefits in addition to the above, including Amazon Prime.

The cards can be purchased for a small fee; however, the cost is easily recuperated by the savings you can make. To apply for the TOTUM PRO or NUS Apprentice Extra student cards please contact a Learning & Skills adviser.

## Volunteering

Become a volunteer with Learning & Skills and you could help to turn someone's life around.

Learning & Skills values the huge contribution that volunteers can make supporting in the classroom. As a volunteer you will be an integral member of staff and we will support you on your own learning journey. A number of volunteers have progressed to secure paid employment, gained recognised skills and achieved certified qualifications.

Volunteering with Learning & Skills can give you a worthwhile experience, increase your self-confidence and provide the opportunity to learn new skills in a friendly and welcoming environment.

If you want to volunteer and support young people and adults to learn, we are looking for:

- Learning support with reading, writing and maths
- Community Learning Champions to help promote the benefits of lifelong learning within your local community

You will need to complete a Disclosure and Barring Service (DBS) check and be willing to complete Safeguarding training.

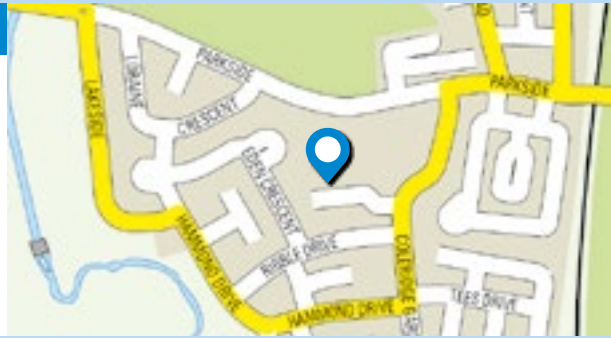
To find out more please contact a Learning & Skills Adviser.



# Our Venues

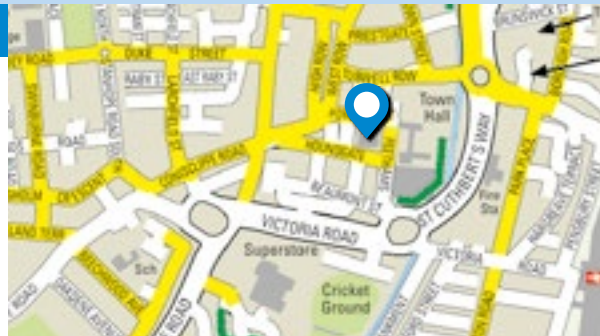
## Coleridge Centre

Coleridge Gardens  
Darlington  
DL1 5AJ



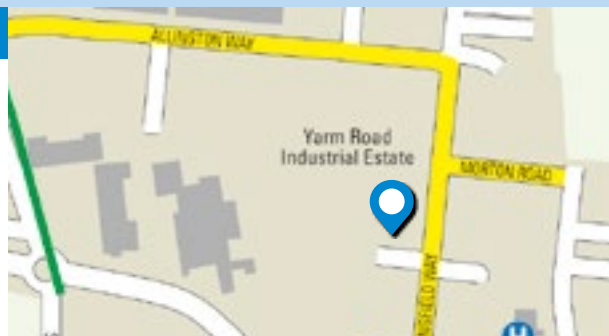
## Bennet House

14 Horsemarket,  
Market Square  
Darlington  
DL1 5PT



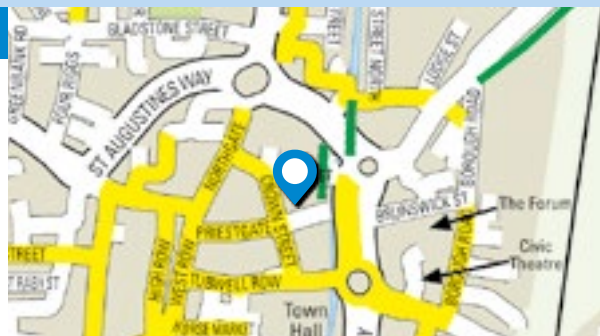
## Flexspace

Lingfield Way  
Darlington  
DL1 4QZ



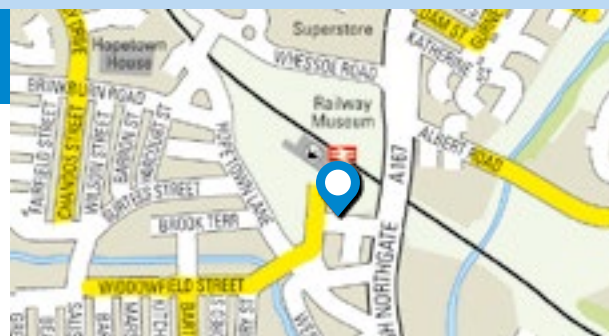
## Darlington Library

Crown Street  
Darlington  
DL1 1ND



## McNay Street Children's Centre

McNay Street  
Darlington  
DL3 6SW



We also run courses from other venues around Darlington. For full details visit our website - [www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills)

# Support for Learners

We encourage all learners to let us know about any support needs you may have so we can make the transition to your new course as smooth as possible. We offer a wide range of support including:

- Small group tuition
- One-to-one support
- Support with organisational skills, study techniques and memory recall skills
- Mentoring
- Specialist equipment such as hearing loop and computer readers
- Large print materials
- Special arrangements for examinations
- Assistance if you have medical needs, a physical disability, sensory impairment, or emotional and mental health difficulties

If you are working towards a qualification and get a work-related benefit you may qualify for help with:

- Examination fees
- Transport
- Childcare
- Additional course costs

Contact us on  
01325 405601 or  
07932 869325



## Information, Advice and Guidance (IAG)

We offer impartial advice and guidance to all. We can help with:

- Advice on courses delivered by us and other providers
- Transition support from school
- Job search and interview skills
- CV preparation
- Advice on improving your skills, qualifications and employability
- Courses to improve your career prospects
- Careers advice
- Progression from your current course

For impartial and personalised IAG please book an appointment with our Mentor and Careers Guidance Adviser.





# Course Costs and Reduced Fees

Full Fees (including enrolment and tuition fees): £3.00 per hour

**Accredited Learning:** Full accreditation fee (if applicable) - if the course has a qualification there will be additional fees to pay for registration and certification.

## No fees will be charged for publicly subsidised courses where:

1. Learners are aged 16-18 (on 31st August 2023)
2. Learners are aged 19-24 (on 31st August 2023) with a learning difficulty and / or disability as evidenced through an Education, Health and Care (EHC) Plan or Learning Difficulty Assessment (LDA)
3. Learners are aged 19 or over:
  - a. Where the learning aim is up to and including Level 2, and the learner is studying English or Maths delivered as a qualification required as part of the legal entitlements
  - b. Where they have not already achieved a full level 3 qualification and wish to embark on completing one
4. Learners are aged 19-23 (on their first day of study) and are studying their first 'full' level 2. Excludes English for Speakers of Other Languages (ESOL) delivered as a qualification required as part of the legal entitlements
5. Learners are aged 19 or older where the learning aim is up to and including level 2 (including ESOL), the skills training will help them into work, and the learner is classed as unemployed and one or more of the following apply:
  - a. receive Jobseeker's Allowance (JSA), including those receiving National Insurance credits only
  - b. receive Employment and Support Allowance (ESA)
  - c. receive Universal Credit (UC), and their take-home pay as recorded on their UC statement (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner)
  - d. are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice
6. Learners are aged 19 or older where the learning aim is up to and including level 2 (including ESOL), they are employed and eligible for co-funding but earns less than £20,319 annual gross salary if living outside of the Tees Valley Combined Authority, or £27,040 annual gross salary if living in the Tees Valley Combined Authority and on the assumption of a 37.5 hour contract with paid statutory holiday entitlement.

Evidence to be seen: **A wage slip within 3 months of the learning start date, or a current employment contract which states gross monthly/annual wages**
7. Learners aged 19-24 who are unemployed and on a Traineeship
8. Learners that are have not achieved a full level 3 qualification, or above, in line with the government guidance can enrol on the level 3 Free Courses For Jobs (FCFJ) qualifications approved for funding if they are:
  - a. are 19 or over and do not already have a level 3 qualification
  - b. already have a level 3 qualification or higher but earn below the National Living Wage annually (£20,319 from April 2023)
  - c. already have a level 3 qualification or higher but are unemployed

## Courses with no public subsidy:

For learners aged 19 or above and where the learning aim is level 3 or above (except for exclusion above), learners will need to take out an Advanced Learning Loan, subject to funding availability. Further details can be found at: [www.gov.uk/advanced-learning-loans](http://www.gov.uk/advanced-learning-loans)

**Asylum Seekers** - individuals will be assessed for eligibility in conjunction with SFA guidance Special fees - some courses have special fees, cost on application  
FE course - NVQ etc price on application

**Additional Learning Support (ALS)** is intended to enable disadvantaged learners to achieve their learning goal by providing funding, on top of programme funds, to help them overcome their barriers to learning. The funding is intended to be flexible and to help support learners who have a range of learning difficulties and / or disabilities.





# Learning & Skills

## “Learning for Life”



01325 405601 or 07932 869325



[l&s@darlington.gov.uk](mailto:l&s@darlington.gov.uk)



[www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills)



DarlingtonLandS



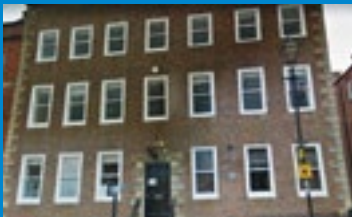
@darlingtonl\_s



darlingtonl\_s



07932 869325



### L&S Bennet House

14 Horsemarket,  
Darlington, DL1 5PT



### The Coleridge Centre

Coleridge Gardens,  
Darlington, DL1 5AJ



### Flexspace

Lingfield Way,  
Darlington, DL1 4QZ

## An inclusive approach

If English is not your first language and you would like more information about this document, or if you require any other print please ring 01325 405601

Urdu

01325 405601

Punjabi

01325 405601

Hindi

01325 405601

Cantonese

01325 405601

Bengali

01325 405601

Arabic

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Polish

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