



# Learning and Skills Sunderland courses 2021-22

Hundreds of courses and learning opportunities  
from Sunderland's Learning and Skills Service



Education & Skills  
Funding Agency



  
Sunderland  
City Council



# Introduction

Hello, everyone, I am delighted to welcome you to Sunderland Council's prospectus detailing our Learning and Skills provision for 2021–22 which is government funded via the Education and Skills Funding Agency in combination with European Social Fund.

Our Learning and Skills Service, which is rated Good by Ofsted, offers a wide range of courses for adults aged 19 and over across all of Sunderland's localities. This includes family learning, employability courses, health and wellbeing programmes, apprenticeships and other accredited courses leading to qualifications and skills. These programmes are designed to support people to gain the skills and confidence they need to improve their lives and progress to employment, volunteering, or further learning. We can support those who have a love for learning or are coming back to learning after many years.

During the last couple of years, Covid 19 and the lockdowns have presented tough challenges to all of us, and it has become our aim to ensure that the people of Sunderland continue to have opportunities not only for learning and gaining skills but also for connecting with others in a variety of different ways, despite lockdown restrictions, to avoid feelings of isolation and detachment.

We work with learning providers who deliver high quality learning programmes and share our commitment to looking after our learners and complying with safeguarding best practice. Throughout 2020–2021, our providers have pulled out all the stops to create new types of programmes to address some of the problems people have been encountering due to Covid 19; these courses include healthy cooking on a budget, physical fitness, mental wellbeing and using technology to stay connected with other people. They have also designed new ways of delivering learning, such as using social media platforms, creating, and delivering workbooks and learning resources to people's homes whilst also providing telephone counselling and support for those who are struggling to cope. During the coming year, 2021–22, because restrictions have been reduced significantly, we will see a return to traditional face-to-face classroom learning. However, many of our learning providers will still be offering some alternative delivery models such as online and distance learning programmes.

We want you, your family, and friends to have the confidence and skills to live the best life possible and our learning programmes are designed to enable you to achieve this. Countless studies show learning supports you to get the best opportunities and chances in life and that's why learning is a key part of Sunderland Council's commitment to making Sunderland a place where everyone thrives and can access education and skills for life and employment. People who learn are less likely to be in debt, are more likely to find employment and stay employed, have better physical and mental health, are more likely to have children who are successful in education and, of course, have a greater income.

In 2020-2021, we delivered 415 courses and had over 2730 enrolments which resulted in over 52.08% of learners progressing into further learning opportunities, whilst 17.26% of learners have achieved successful employment, self-employment, or volunteering outcomes. Take a look at the courses we offer, there's sure to be one to help you achieve your goals. I wish you all well in your chosen course of study - learn and enjoy.



**Councillor Louise Farthing**  
Member for Children, Learning and Skills

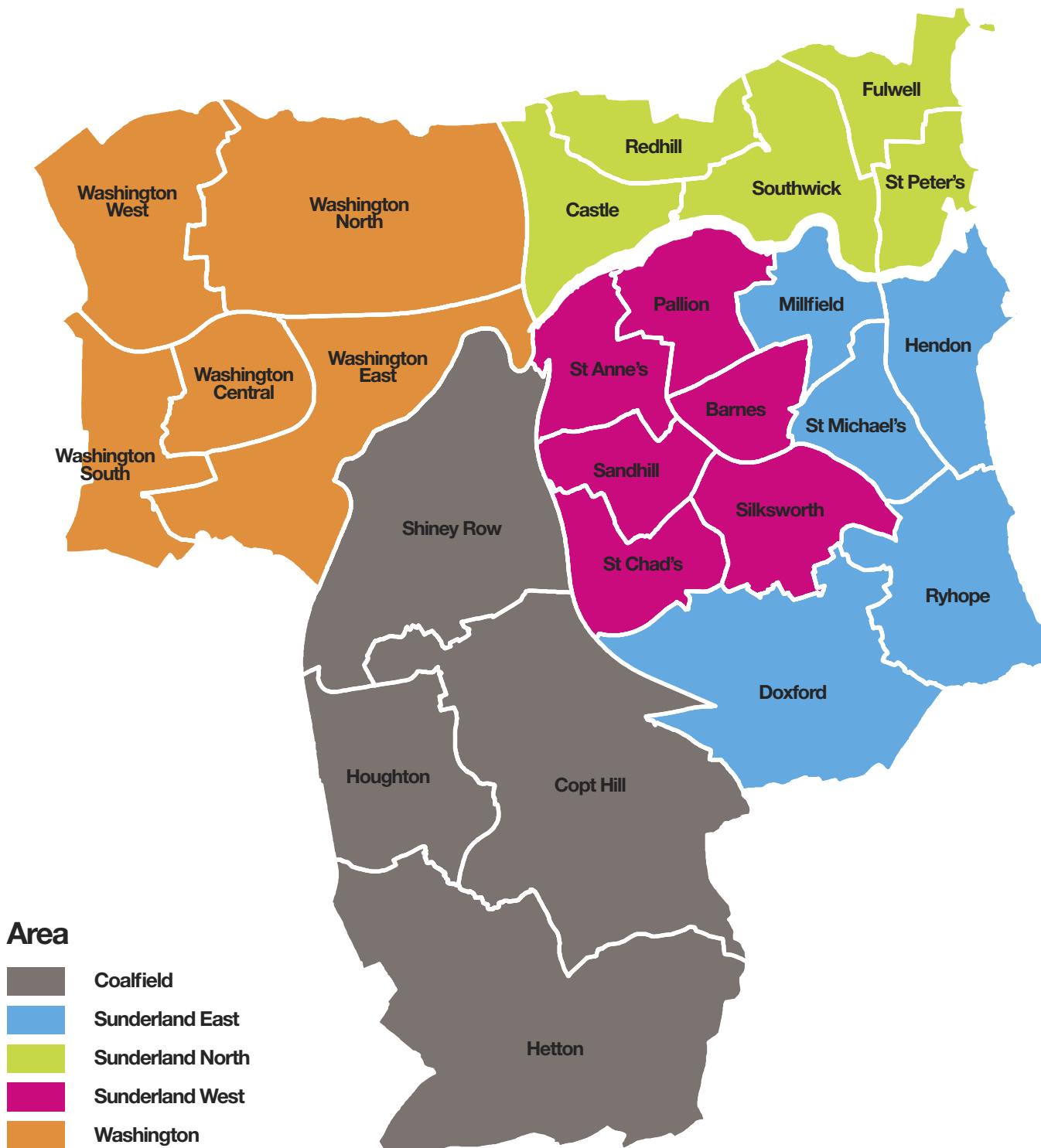


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# Sunderland statistics

With a population in excess of 277,962 Sunderland is home to over 127,000 households spread across 60 neighbourhoods. Sunderland is the second biggest local authority area in Tyne and Wear covering a total of 137 square kilometres. Sunderland's residents make up 10.57% of the North East's population and 24.75% of the Tyne and Wear population.



# Sunderland Learning and Skills list of providers

Sunderland Council accesses the Education and Skills Funding Agency (ESFA) and Adult Education Budget to offer Adult and Community Learning to deliver a wide range of learning opportunities for everyone who is entitled to public funding. The Council's Learning and Skills team work with 14 training organisations across Sunderland to provide training opportunities across the city. The providers we work with are listed below.

<b>Training organisation</b>	<b>Telephone number</b>	<b>Email</b>
Three13	07886 965 412	colin.fozzard@three13.co.uk
Apextra Learning	07747 832 225	dhepplewhite@apextra.co.uk
Brightsparks	07860 884 468	brightsparkstraining@yahoo.co.uk
Cultural Creatives CIC	07941 009 347	culturalcreativescic@outlook.com
Foundation of Light	0191 563 4777	sarah.coyne@foundationofflight.co.uk
Keep Active	0191 519 4322	colin@keepactive.org.uk
Media Savvy	07886 753 797	lisa@mediasavvycic.co.uk
Michael Erskine	07565 339 617	michaeljerskine@aol.com
Northern Rights	0191 466 1095	kdouglas@northernrights.org.uk
Penshaw View Training	0191 543 7177	philippa.breckon@penshawview.co.uk
Sportscape Training	07950 413 786	graham@sportscapetraining.com
Training in Care	0191 537 3529	faybrown@trainingincare.co.uk
Uplift	07535 002 565	contact@upliftassociates.co.uk
Winnovation	01670 457 320	billy@winnovation.org.uk

# Important information

## Our offer

The Learning and Skills Service delivers courses in a wide range of learning venues across Sunderland, via online platforms and distance learning. This means you can access learning locally in community centres, schools, libraries, central buildings and in your own home.

## Course fees and funding

To access training all learners are subject to funding eligibility. All learners must be aged 19 or over on the 31 August 2021. We ask all learners for eligibility evidence on enrolment. This might include proof of address, payslips, and photographic ID. English and maths courses are free for learners who do not hold a GCSE grade C or above. If you are unemployed and in receipt of state benefit or are working and earn less than £17,374.50, then you are likely to be entitled to a free course (eligibility requirements apply). When you enrol you will need your personal details (including address, date of birth, telephone number, national insurance number and information about any benefits you receive and information on previous learning you have completed).

To discuss course fees and funding in detail please contact training providers directly.

## Information, guidance and support

In the Learning and Skills Service, we pride ourselves on providing great information, advice, and guidance (IAG) to all our learners. We endeavour to give all learners the opportunity to develop an awareness of career pathways and make informed choices based on their personal aspirations and abilities.

We offer individual, impartial, structured and meaningful advice and guidance to meet your needs at every stage of your learning journey.

### Before you start a course

- Taster sessions
- Initial assessment (if appropriate)
- One-to-one interview with a tutor (if appropriate)

### During your course

- Tutorials
- Individual learning plans
- Feedback and support from tutors
- Access to online learning resources

### At the end of your course

- Learner feedback through surveys
- Follow-up phone calls
- Progression routes
- Support to find work or voluntary placements if appropriate



# Choosing the right course for you

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. Your tutor will support you with ensuring the course level suits your needs before enrolment.

- Entry level - aligned to the skills level of the National Curriculum, this level is for beginners. Qualifications are offered at Entry 1, Entry 2 and Entry 3 in a range of subject areas including English and Maths
- Level 1 - designed for people who have either completed an Entry Level 3 or beginners' course, or who have some knowledge or experience in the subject
- Level 2 - designed for people who are reasonably confident in their skills and knowledge and want to learn, interpret information about the subject or skill or
- Level 3 - courses for those who want to explore a subject in detail and are advanced in the subject.

## Supporting your learning

If you think you need help with completing your learning programme, please discuss this with your tutor. We may be able to help with things such as:

- Travel costs
- One to one support
- Childcare costs
- Specialist equipment

## Individual learning plans

We want you to have the best learning experience possible and will ask about your previous experiences with learning and look at what support you may need. Your tutor will explore with you what you want to get out of your learning programme and use the information to develop an individual learning plan, which will be used to record your personal goals and course objectives and track your progress towards achieving them.

## Equality and Diversity

We value and recognise the social and cultural diversity of Sunderland. We seek to ensure that all learners and staff are protected from discrimination, bullying and harassment. We aim to provide conditions that encourage everyone to participate and enjoy learning. If you feel this is not the case or wish to discuss it further, please contact the Learning and Skills Team.

## Staying safe while you learn

We are committed to safeguarding all learners. We will:

- Take action to ensure that learners can access support, so they can lead safe lives
- Increase awareness of safeguarding issues
- Promote the welfare and wellbeing of all learners
- Promote British values
- Increase awareness of radicalisation and inform learners on how to protect themselves and others outside of the classroom
- Ensure that all staff delivering training are fully trained
- Signpost you to support agencies to get further information

## Reasons to enrol on a course

- Studying will allow you to meet new people and discover interests you might not know you had
- To progress your career or embark on a new one
- To achieve a lifelong ambition or take on a new challenge
- To learn a new skill or keep your mind active
- To get back into education or gain a qualification

## Benefits of learning as an adult

- Improve mental wellbeing
- Develop your self-confidence
- Improve your ability to succeed
- Develop a support network
- Choose the direction of your future
- Improve your quality of life
- Increase your earning potential





# Term Dates 2021-22

## **Autumn Term**

1 September 2021 to 31 December 2021

## **Spring Term**

1 January 2022 to 24 April 2022

## **Summer Term**

25 April 2022 to 31 July 2022

Please note: Some of our courses run during school holidays, this is at the tutors' and learners' discretion.

# Functional Skills

Are your English and Maths skills in need of a refresh?

Take the opportunity to improve your skills and achieve a recognised entry level, level 1 or level 2 qualification (equivalent to a GCSE) and learn in a supportive environment.

A simple fact of life is the more you learn, the more you can earn. This is especially true when studying maths and English. We understand that for many different reasons people don't always reach their full potential at school. Don't make that a reason not to have another go at brushing up your maths and English skills. We offer a variety of courses that can support you to improve.



# Functional Skills English



## Course description

The main aim of this course is to gain a Functional Skills English qualification

## Entry requirements

None

## Course level:

Various

## Number of sessions:

10

## Course aims & objectives

On completion learners will:

- Have a better understanding of how English is used
- Be able to take part in speaking and listening tasks
- Write for different occasions, for example emails and letters
- Be able to spell specific words and read to extract information

## Progression – after this course what might you do next?

Skills for employment, training and personal development, Functional Skills Maths, other courses in the area.

## Contact for further information

This is a closed course for residents of Swan Lodge.

# Functional Skills Maths



## Course description

The main aim of this course is to gain a Functional Skills Maths qualification

## Entry requirements

None

## Course level

Various

## Number of sessions

10

## Course aims and objectives

On completion learners will:

- have a better understanding of how maths is used in everyday life
- Be able to use practical tasks to calculate maths

## Progression – after this course what might you do next?

Skills for employment, training and personal development, Functional Skills Maths, other courses in the area.

## Contact for further information

This is a closed course for residents of Swan Lodge.



# Certificate in Maths



## Course description

The certificate can be achieved via distance learning with additional classroom support if needed. Learners can complete their qualification when it fits in with them and can be completed at home at a time that suits the learner.

## Entry Requirements

None

## Course level

Entry level 3 - level 1

## Number of sessions

14 classroom based sessions will be delivered 3 days each week and learners will have access to SkillsForward Learning site to compliment delivery.

## Course aims and objectives

On completion the learner will achieve an Entry 3 or L1 Certificate in Maths that will support learners' to complete daily tasks confidently and independently.

## Progression – after this course what might you do next?

Learners that have completed these qualifications have progressed into further training, employment, and further education. The certificate is an excellent qualification to take that first step back into accredited qualifications.

## Contact for further information

Northern Rights

Email: [accredited-courses@northernrights.org.uk](mailto:accredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095

# Certificate in English



## Course description

The certificate can be achieved via distance learning with additional classroom support if needed. Learners can complete their qualification when it fits in with them and can be completed at home at a time that suits the learner.

## Entry Requirements

None

## Course level

Entry level 3 - level 1

## Number of sessions

14 classroom based sessions will be delivered 3 days each week and learners will have access to SkillsForward Learning site to compliment delivery.

## Course aims and objectives

On completion the learner will achieve an Entry 3 or L1 Certificate in English that will support learners to complete daily tasks confidently and independently.

## Progression – after this course what might you do next?

Learners that have completed these qualifications have progressed into further training, employment, and further education. The certificate is an excellent qualification to take that first step back into accredited qualifications.

## Contact for further information

Northern Rights

Email: [accredited-courses@northernrights.org.uk](mailto:accredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095

# Functional Skills Maths and English



## Course description

These courses are aimed at learners who will benefit from acquiring maths and English qualifications or who wish to upskill from their present level of achievement to improve employment opportunities, understanding and skills. The learning is designed to support learners who may feel their lack of Maths and English understanding is having a negative impact on their self-confidence, well-being, independent living, and self-improvement.

## Entry requirements

None - but all potential learners will be assessed prior to the course to ensure they access the appropriate level of learning.

## Course level:

Entry level 1 - level 2

## Number of sessions:

18

Sessions run at Hope St Xchange.

## Course aims & objectives

Develop English and maths skills that support everyday life.

## Progression – after this course what might you do next?

Progression up to level 2 qualifications, access to FE qualifications, employment opportunities that can be accessed via employment programmes delivered by Northern Rights on site at Hope St X Change.

## Contact for further information

Northern Rights

Email: [accredited-courses@northernrights.org.uk](mailto:accredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095

# Family Learning

Family Learning encourages parents, carers, grandparents, and their children to learn together. Parents, grandparents, and carers play a crucial role in their children's learning. Family Learning supports intergenerational learning and promotes community cohesion through engaging and empowering families. All activities are suitable for parents, grandparents, and carers. Family Learning is delivered in schools across Sunderland. Family Learning activities not only improve the educational attainment of the child, but also the educational skills of the adult involved, supporting them to gain qualifications including literacy and numeracy, volunteering and employment.



# Let's Get Through This Together Wellbeing



## Course description

The course is for parents or those with a caring responsibility of children aged 0-16 years. The course is delivered by experienced and knowledgeable staff that have worked alongside people from diverse backgrounds.

We encourage anyone with an interest to contact us for a chat and we will offer further information. The aim of the course is to deliver 10 topic-based sessions to encourage the adult and children to enjoy, develop their understanding and be more confident in exploring further. The sessions contain a mixture of practical, written, puzzles, problem solving and critical thinking activities.

The course is linked to the school curriculum and includes sessions relating to reading, maths, English, geography, science, cooking, technology and art.

All sessions have an element of English and maths embedded in the activities.

## Entry requirements

Learners are required to either attend each session at a venue or complete the activity pack (age appropriate) that will be delivered each week to your home address. Learners are encouraged to share photos and comments with their tutor.

## Course level

Entry/Level 1

## Number of sessions

25 Hours study time

## Course aims and objectives

Improve English and maths skills. Participate in topic-based sessions which can support with completion of tasks in everyday life. Problem solving.

## Progression – after this course what might you do next?

Digital skills - as appropriate to need, L1 Certificate in Employment, Training and Personal Development, FEML, English and Maths Entry - Level 2 qualifications

## Contact for further information

Denise Hepplewhite

Email: [dhepplewhite@apextra.co.uk](mailto:dhepplewhite@apextra.co.uk)

Telephone: 07747 832 225

# Let's Get Through this Together Creatively



## Course description

This course is completed at home with support from Apextra tutors. The course aims to support Family English and Maths for adults and children through completion of fun and creative activities. The course is delivered via the delivery of a weekly pack; the tutor who delivers the pack will be able to support you with areas of your child's schoolwork that you are having difficulty with. You will receive a weekly call from your tutor to see how things are progressing and if you need any support or stretch and challenge. You will also receive a weekly email with information relating to the weekly pack as well as lots of ideas, websites and articles of interest.

## Entry requirements

None

## Course level

Entry/Level 1

## Number of sessions

25 Hours study time

## Course aims and objectives

The course aims to develop the adult's and child's English and maths skills by using topic-based sessions. The sessions will also improve the adult's ability to use these skills in activities that they do in everyday life. The course also includes lots of fun and creative activities for you to try at home as a family. All resources are included. This course will include lots of traditional skills that you may want to develop further. These include embroidery, painting, tapestry, working with felt, making a tote bag, crochet etc. You will then be able to work alongside your child to help them develop these skills.

## Progression – after this course what might you do next?

FEML maths or English, Level 1 Certificate in Employment, Training and Personal Development, digital skills, standalone maths and English qualifications.

## Contact for further information

Denise Hepplewhite

Email: [dhepplewhite@apextra.co.uk](mailto:dhepplewhite@apextra.co.uk)

Telephone: 07747 832 225

# Family Learning Health and Fitness



## Course description

Parents will work with their children to develop skills, understanding and knowledge to support them to live a healthy lifestyle.

## Entry requirements

There are no entry requirements for this course

## Course level

Entry/Non-accredited

## Number of sessions

8

## Course aims and objectives

Parents and carers will engage in fun, informative sessions which will include information on:

- The building blocks of a healthy lifestyle
- Common conditions associated with an unhealthy lifestyle
- How physical activity contributes to a healthy lifestyle
- Components of fitness
- Nutrition and health
- Children vs Food
- Obesity and diabetes
- How lifestyle choices impact mental and emotional wellbeing
- Alcohol and smoking
- Healthy family choices

## Progression - after this course what might you do next?

Further opportunities to progress include wider Family Learning Courses to use knowledge learnt as part of this course for nutrition and apply this to a Family Learning Cooking course to learn how to cook healthy meals on a budget. Learners could also build on health and fitness skills developed as part of our Fit Black Cats programme for both males and females <https://www.foundationoflight.co.uk/news/tackle-your-weight-with-fit-black-cats/>

Wider progressions could include qualifications in Sport and Active Leisure for parents looking to progress or return to employment through a career in Sport.

## Contact for further information

Sarah Coyne

Email: [sarah.coyne@foundationoflight.co.uk](mailto:sarah.coyne@foundationoflight.co.uk)

Telephone: 0191 563 4755

# Family Learning English



## Course description

Parents will work with their children to develop skills, understanding and knowledge to support their child's learning in Literacy. Areas we cover are: Nouns/Verbs/Adjectives, Different Text Types, Spelling Strategies, Punctuation and Creative Writing. We offer support with homework in this subject too.

## Entry requirements

There are no entry requirements for this course

## Course level

Entry/Non-accredited

## Number of sessions

8

## Course aims and objectives

Improved understanding of:

Nouns/Verbs/Adjectives, Different Text Types, Spelling Strategies, Punctuation and Creative Writing.

Increased understanding of ways to support your child with homework

## Progression – after this course what might you do next?

Further opportunities to progress include wider Family Learning Courses to use knowledge learnt as part of this course for nutrition and apply this to a Family Learning Cooking course to learn how to cook healthy meals on a budget. Learners could also build on health and fitness skills developed as part of our Fit Black Cats programme for both males and females <https://www.foundationoflight.co.uk/news/tackle-your-weight-with-fit-black-cats/>

Wider progressions could include qualifications in Sport and Active Leisure for parents looking to progress or return to employment through a career in Sport.

## Contact for further information

Sarah Coyne

Email: [sarah.coyne@foundationoflight.co.uk](mailto:sarah.coyne@foundationoflight.co.uk)

Telephone: 0191 563 4755



# Family Learning Maths



## Course description

The programme is designed to deliver family learning with a focus on Maths/Numeracy. All programmes allow parents/carers to spend quality time with their child/ren whilst taking part in structured education in their home or at the Foundation's sessions in schools or at the Beacon of Light, that promotes self-confidence, provides social inclusion and raises individual aspirations, with a view to progressing into additional education or employment opportunities. Topics are themed each week and follow an overall theme which could include an activity around a murder mystery maths tour for example.

## Entry requirements

None

## Course level

Non-accredited

## Number of sessions

8

## Course aims and objectives

Adults and children will develop confidence with numbers, improve maths skills and participate in a range of activities.

## Progression – after this course what might you do next?

Further opportunities to progress onto the Foundations Functional Skills Maths qualifications which offer quick progress towards the achievement of Maths qualifications as an alternative to achieving a GCSE.

Wider progressions could include qualifications in Work Skills for parents looking to progress or return to employment.

## Contact for further information

Sarah Coyne

Email: [sarah.coyne@foundationoflight.co.uk](mailto:sarah.coyne@foundationoflight.co.uk)

Telephone: 0191 563 4755

# Family Learning Ministry of Food



## Course description

The Family Learning Ministry of Food programme is for families wanting to spend time together learning to cook healthy affordable meals. The eight-week programme looks at a different take-away theme each week, allowing you to create a healthy version of your favourite take away in each two-hour session. This includes:

- Pizza
- Chinese
- Curry
- Burgers

All equipment and ingredients are provided.

## Entry requirements

None. Some courses are delivered online, and learners must have access to a device and internet.

## Course level

Non-accredited

## Number of sessions

8

## Course aims and objectives

This course aims to:

- Support families to develop an understanding of health and nutrition
- Support families to spend time together preparing healthy meals
- Develop an understanding of food origins through completion of tasks and activities related to recipes
- Develop an understanding of kitchen health and safety and food preparation techniques

## Progression – after this course what might you do next?

Further opportunities to progress include Wider Family Learning Courses to use knowledge learnt as part of this course for nutrition and apply this to a Family Learning Football Managers Course. Learners could also build on healthy eating and nutrition skills developed as part of this course to apply them to the Family Learning Health and Fitness course.

Wider progressions could include qualifications in Work Skills for parents looking to progress or return to employment

## Contact for further information

Sarah Coyne

Email: [sarah.coyne@foundationoflight.co.uk](mailto:sarah.coyne@foundationoflight.co.uk)

Telephone: 0191 563 4755

# Preparation for work and life

Are you out of work?

Do you want to change your career?

Not sure what types of jobs are available?

There are plenty of courses available across Sunderland. Our courses will help you to gain the skills you need to become job ready, these may include:

- English, Maths and IT skills suitable for your chosen pathway
- Qualifications and skills which are appropriate for your chosen career
- Developing the skills you need for the workplace such as team working, problem solving and more
- Helping you to search and apply more effectively for jobs and to develop your skills at interview
- Additional courses to make you more attractive to prospective employers. These may be qualifications in Maths and English, digital skills and food hygiene

# Skills for Employment, Training and Personal Development

## Course description

This course specifically focuses on units that help you to develop skills to support gaining employment and managing your own tenancy. The course has taught sessions, volunteering hours and self-study. You will create a portfolio of evidence throughout the course.

## Entry requirements

None - suitable for all skills and levels

## Course level

Entry

## Number of sessions

10

## Course aims and objectives

- To be able to feel more confident in running your own tenancy
- To be able to work with others
- To have a better understanding of customer service
- To be able to send and receive an email
- To be able to make baked products
- Show an understanding of health and safety in the kitchen
- Be able to prepare and serve drinks
- Cook a meal using a set of mystery ingredients
- All learners will compose a portfolio of evidence that will consist of written tasks, observation, photographs, questions and discussions

## Progression – after this course what might you do next?

Functional skills Maths and English

Take up a volunteer placement

Move into own tenancy

Go on to a higher-level programme

Access course

## Contact for further information

This is a closed course for residents of Swan Lodge.



# Skills for Employment, Training and Personal Development Level 1

## Course description

This course specifically focuses on units that help you to develop skills to support gaining employment and managing your own tenancy. The course has taught sessions, volunteering hours and self-study. You will create a portfolio of evidence throughout the course.

## Entry requirements

None - suitable for all skills and levels

## Course level

Level 1

## Number of sessions

10

## Course aims and objectives

- To be able to feel more confident in managing own tenancy
- To be able to work with others
- To be able to carry out a budget
- To be able to have a better understanding of customer service
- To be able to make baked products
- To be able to prepare and serve drinks
- Be able to show an understanding of health and safety in a kitchen environment
- All learners will complete a portfolio of evidence

## Progression – after this course what might you do next?

Functional skills Maths, Functional Skills English, other courses in the area. Volunteer opportunities, move onto a higher level, gain own tenancy

## Contact for further information

This is a closed course for residents of Swan Lodge.

# Career Preparation



## Course description

This course supports learners to understand their own skills and how these fit into career roles.

## Entry requirements

None - suitable for all skills and levels

## Course level

Entry Level 3

## Number of sessions

1

## Course aims and objectives

- Understand own skills
- Qualities and achievements
- Understand how to carry out a job search
- To feel more confident in looking for a job

## Progression – after this course what might you do next?

Functional skills Maths, Functional Skills English, other courses in the area. Volunteer opportunities, move onto a higher level, gain own tenancy

## Contact for further information

This is a closed course for residents of Swan Lodge.

# Advance



## Course description

The course is designed for those who are long term unemployed, lacking in confidence and require work experience and support moving closer to the job market. The painting and decorating work experience helps learners grow in confidence, learn new skills, and improve team building. For many learners, they prefer to 'do' rather than sit and listen and this hands-on programme enables this in a safe way. The course involves Painting and Decorating so old clothes should be worn, although PPE will be provided by tutor.

## Entry requirements

There are no entry requirements for this course

## Course level

Entry

## Number of sessions

8

## Course aims and objectives

Participants build key skills that will support with employability.

## Progression – after this course what might you do next?

Advanced Plus - Accredited Training programme offered by three13. Other courses in the local area such as functional skills and volunteering opportunities.

## Contact for further information

Colin Fozzard

Email: [colin.fozzard@three13.co.uk](mailto:colin.fozzard@three13.co.uk)

Telephone: 07886 965 412

# Advanced Plus



## Course description

The course is designed as a follow on from Advance programme (non-accredited) to help those who are long term unemployed, lacking in confidence and require work experience and support moving closer to the job market. Learners will have built confidence in community learning provision and now begin to take more challenging tasks in order to achieve a qualification. The course involves Painting and Decorating so old clothes should be worn, although PPE will be provided by tutor.

## Entry requirements

Complete Advance programme (non-accredited) or equivalent community learning course.

## Course level

Level 1

## Number of sessions

6

## Course aims and objectives

Participants build key skills that will support with employability. Learners gain an accredited certificate upon completion.

## Progression – after this course what might you do next?

After completing this level 1 certificate, progression routes might be into work, further training (level 2 courses) or volunteering.

## Contact for further information

Colin Fozzard

Email: [colin.fozzard@three13.co.uk](mailto:colin.fozzard@three13.co.uk)

Telephone: 07886 965 412



# Preparation for Work



## Course description

This course supports learners to develop all the skills needed to succeed in the workplace.

## Entry requirements

This course is for unemployed people.

## Course level

Level 1

## Number of sessions

5 days

## Course aims and objectives

This Qualification aims to:

- Develop and enhance skills required for the working environment
- Develop skills required to continuously improve personal development
- Develop ability to search and apply for job roles
- Develop the learner's skills when planning, conducting, and reviewing their interview
- Develop learner's confidence for employment and motivation
- Provide a basis for further study (should employment not be gained)

Learners will be expected to achieve an understanding of the below:

- Understand how mindset can improve employability
- Know how to develop their personal skills on a continuous basis
- Know how to search for and apply for relevant job roles
- Understand the skills and qualities needed for life in the workplace
- Know how to plan, prepare and review for their interview.

## Progression – after this course what might you do next?

The progression routes of this course are:

- Suitable employment
- A basis of further study
- Volunteer opportunities
- Apprenticeship

## Contact for further information

Graham Rose

Email: [graham@sportscapetraining.com](mailto:graham@sportscapetraining.com)

Telephone: 07950 413 786

# Certificate in Customer Service



## Course description

This course supports learners to gain all the skills needed to develop an understanding of customer service.

## Entry requirements

None

## Course level

Level 2

## Number of sessions

5 days

## Course aims and objectives

This Qualification aims to:

- Prepare learners for employment or support the progression into a customer service role
- Improve knowledge on how customer service can support them both in work and in their personal life
- Develop confidence and motivation for employment
- Improve the communication skills and personal effectiveness of a learner
- Provide a basis for further study (should employment not be gained)

Learners will be expected to achieve an understanding of the below:

- Understand the importance of delivering effective customer service
- Be able to support the customer service environment
- Have improved knowledge and confidence on customer service
- Be able to demonstrate a high level of confidence and effective communication skills

## Progression – after this course what might you do next?

The progression routes of this course are:

- Suitable employment
- A basis of further study
- Volunteer opportunities
- Apprenticeship

## Contact for further information

Graham Rose

Email: [graham@sportscapetraining.com](mailto:graham@sportscapetraining.com)

Telephone: 07950 413 786

# Personal Development for Employability



## Course description

This course prepares learners for employment.

## Entry requirements

This course is for unemployed people.

## Course level

Level 2

## Number of sessions

5 days

## Course aims and objectives

This Qualification aims to:

- Prepare learners for Employment and/or support a role in the workplace
- Develop learners' confidence and skills across a wide variety of employment-based skills
- Improve communication skills and personal effectiveness
- Provide a basis for further study (should employment not be gained)

Learners will be expected to achieve an understanding of the below:

- Understand the importance of self-management skills
- Know how personal behaviours play a key part in success
- Know and understand the skills and qualities needed to prepare for work
- Know the importance of building working relationships with colleagues
- Know ways to build relationships with customers
- Know how to prepare, respond, and review in an interview setting

## Progression – after this course what might you do next?

The progression routes of this course are:

- Suitable employment
- A basis of further study
- Volunteer opportunities
- Apprenticeship

## Contact for further information

Graham Rose

Email: [graham@sportscapetraining.com](mailto:graham@sportscapetraining.com)

Telephone: 07950 413 786

# Award in Contact Centre Operations



## Course description

This course is ideal for anyone unemployed and looking to work in a contact centre. Topics covered include Health & Safety, contributing to sales activity and contributing to customer service in a contact centre. Learners bring together their skills and knowledge from the programme into practical exercises designed to develop confidence and self-esteem.

## Entry requirements

Basic literacy skills required (written and verbal)

Virtual sessions may be run and require access to a PC or Laptop with an active webcam and internet connection with sufficient speed for video conferencing.

## Course level

Level 1

## Number of sessions

2 days

## Course aims and objectives

This course will support learners to develop the skills employers are looking for in the contact centre industry.

## Progression – after this course what might you do next?

Learners progress into work within the customer service sector and contact centre industry. Learners can also progress into a level 2 apprenticeship

## Contact for further information

Bev Cruddas-Ginks

Email: [Bev.cruddas-ginks@penshawview.co.uk](mailto:Bev.cruddas-ginks@penshawview.co.uk)

Telephone: 07449 985 860

# Award in Customer Service



## Course description

This course is ideal for anyone unemployed and looking to work in a customer service environment. Ideal course for those looking at gaining skills in customer service or to refresh their existing skills.

## Entry requirements

Basic literacy skills required (written and verbal)

Virtual sessions may be run and require access to a PC or Laptop with an active webcam and internet connection with sufficient speed for video conferencing.

## Course level

Level 1

## Number of sessions

2 days

## Course aims and objectives

This course will support learners to develop the skills employers are looking for and gain an insight into the importance of customer service.

## Progression – after this course what might you do next?

Learners progress onto the Customer service diploma and/or into work within the customer service sector.

## Contact for further information

Bev Cruddas-Ginks

Email: [Bev.cruddas-ginks@penshawview.co.uk](mailto:Bev.cruddas-ginks@penshawview.co.uk)

Telephone: 07449 985 860

# Diploma in Work Related Studies for Customer Service Sector



## Course description

This diploma is targeted at anyone who would like to develop their employability skills and is interested in employment in the customer service sector.

## Entry requirements

Basic literacy skills required (written and verbal).

Virtual sessions may be run and require access to a PC or Laptop with an active webcam and internet connection with sufficient speed for video conferencing.

## Course level

Level 1

## Number of sessions

12 days

## Course aims and objectives

This course will support learners to develop employability skills. Topics covered include complaint resolution, personal development, listening, communication, creating first impressions, making conversation & building rapport, legislation and regulations and equality and diversity.

## Progression – after this course what might you do next?

Learners progress onto the Contact Centre Operations qualification and/or into work within the customer service sector and contact centre industry.

## Contact for further information

Bev Cruddas-Ginks

Email: [Bev.cruddas-ginks@penshawview.co.uk](mailto:Bev.cruddas-ginks@penshawview.co.uk)

Telephone: 07449 985 860

# 1-2-1 Employability Support



## Course description

This course is designed to help individuals who are looking for work with 1-2-1 support around CV, job searching and interview techniques. It will also help to build confidence and raise aspirations.

## Entry requirements

No prior learning, qualifications or experience required.

This course can be delivered by basic phone or landline if learners do not have access to the internet, a laptop or smartphone. Resources available will be confirmed during pre-enrolment discussions. Learners will be encouraged to have an email account where possible, along with registrations on job sites.

## Course level

Pre-Entry - Entry

## Number of sessions

4.5 Hours via Distance Learning

## Course aims and objectives

To create a professional CV and understand the need to develop the CV to match individual job specifications. Identify own transferable skills and strengths. Explore job seeking methods and explore support networks/platforms to support applications for work.

## Progression – after this course what might you do next?

One to one personal development, Digitally Focused Application and Interview Coaching, Functional Skills Maths/English/ICT (Entry 1,2,3), Time for Change and Time For Life courses (Uplift). Volunteering.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Digitally Focused Application and Interview Coaching



## Course description

This course is designed to help individuals who are looking for work with 1-2-1 support around interview techniques and application forms. It will also help to build confidence and raise aspirations.

## Entry requirements

No prior learning, qualifications or experience required.

This course can be delivered by basic phone or landline if learners do not have access to the internet, a laptop or smartphone. Resources available will be confirmed during pre-enrolment discussions. Learners will be encouraged to have an email account where possible, along with registrations on job sites. Learners should have completed the 1-2-1 Employability Support course first.

## Course level

Pre-Entry - Entry

## Number of sessions

4.5 Hours via Distance Learning

## Course aims and objectives

To understand the key elements to consider when preparing for an interview and being interviewed. Job seekers will learn the interpersonal skills and effective communication skills required in interviews. Finding relevant vacancies and completing job applications. Learning how to successfully prepare for interviews including self-presentation. Understand how to use the STAR technique effectively. Attend a mock interview and gain constructive feedback. Gain an insight into how digital interview methods are used and how to perform effectively in a digitally focused interview e.g., using phone, video call methods.

## Progression – after this course what might you do next?

One to one personal development, weekly Job Club, functional Skills Maths/English/ICT (Entry 1,2,3), Time for Change and Benefits to Work courses also offered via Uplift. Volunteering and employment.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565





# Mental Wellbeing Toolkit

## Course description

This course was introduced to support individuals through the COVID-19 pandemic to overcome isolation and provide support for individuals' mental health remotely. It is ideal for anyone who would benefit from tailored 1-2-1 support designed to promote positive mindsets, routines and action plans, gratitude and a holistic approach to wellbeing.

## Entry requirements

No prior learning, qualifications or experience required.

This course can be delivered by basic phone or landline if learners do not have access to the internet, a laptop or smartphone. Resources available will be confirmed during pre-enrolment discussions.

## Course level

Pre-Entry - Entry

## Number of sessions

4.5 Hours

## Course aims and objectives

The course aims to support you to understand mindset and explore own thoughts and the impact it can have on their feelings and attitude to life. Look at routines and ways to embed healthy habits.

- Set up timetable of activities to do lists, plan your day, daily goal setting and achievements
- Identify new hobbies
- Identify new techniques to identify gratitude
- Identify a more positive mindset and attitude
- Understand that we are in control of our thoughts and we can learn to react and think differently to bring about personal well-being and happiness. CAN DO attitude

## Progression – after this course what might you do next?

One to one personal development, weekly Job Club, Functional Skills Maths/English/ICT (Entry 1,2,3), Time for Change and Benefits to Work courses (Uplift). Volunteering and other courses offered by the Learning and Skills Service at Sunderland Council which may support with employability and wellbeing.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Time for Change



## Course description

This course is designed to improve confidence and motivation with a focus on developing self-esteem and resilience. It is perfect for those who want to gain a sense of direction or need support with taking that next step. It will help people understand barriers and develop strategies for overcoming them.

## Entry requirements

No previous skills or qualifications required. This course is ideal for people with low self-esteem and confidence who lack motivation and direction.

## Course level

Pre-Entry - Entry

## Number of sessions

4 Days

## Course aims and objectives

The course aims to boost confidence and motivation via activities:

- Changing mindset to think positively; I can, I want to
- Considering goals and gain support on how to achieve them
- Understanding how to learn from past experiences to build resilience
- Learning about individual strengths
- Setting goals and taking positive steps towards them
- Identifying support networks to help towards goals

## Progression – after this course what might you do next?

Time for Change, Time for Life course, one to one personal development coaching. Maths, English, ICT courses (Uplift)/Volunteering. Other courses offered by the Learning and Skills Service at Sunderland Council which may support with employability and wellbeing.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Time for Life



## Course description

This course will help individuals to gain an understanding of the importance of self-care, being healthy, enjoying relaxation time and setting personal goals. Throughout the course, these themes will be introduced and discussed in various activities.

## Entry requirements

Learners should complete the Time for Change course before progressing onto Time for Life. This course is designed for those who want to develop their personal and social skills as they take positive steps to move forward in life.

## Course level

Pre-Entry - Entry

## Number of sessions

8

## Course aims and objectives

Attendees of this course can expect to receive information, advice, and guidance to help them move forward in life, reducing the impact of barriers such as anxiety, life's challenges, lack of confidence and self-belief. This course will also help individuals to gain an understanding of the importance of self-care, being healthy, enjoying relaxation time and setting personal goals. Throughout the course these themes will be introduced and discussed in various activities.

## Progression – after this course what might you do next?

Accredited courses, one to one personal development coaching, Benefits to Work, Job Club, Maths/English, IT courses (Uplift)/Volunteering. Other courses offered by the Learning and Skills Service at Sunderland Council which may support with employability and wellbeing.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Level 1 Award in Employability Skills



## Course description

This qualification is designed for anyone who uses, or would like to use:

- Helping skills at work or in a personal capacity
- Learners who wish to progress towards further qualification
- Learners who wish to study this programme to complement other programmes e.g. health and social care, children's care, learning and development, voluntary and community work

## Entry requirements

No entry requirements.

This qualification is suitable for those wishing to add to their experience or to regain employment after a career break.

It will boost employability knowledge as learners are taught the appropriate behaviour and attitudes that are to be displayed within this sector.

## Course level

1

## Number of sessions

3 full day session or 6 half days

## Course aims and objectives

This qualification aims to develop and enhance skills required for the working environment and improve learners' confidence and communication skills in order to prepare them for employment or for a change in employment.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 1 Award in Volunteering



## Course description

This qualification is suitable for learners who are thinking about working as a volunteer and will provide them with an insight into the role and an awareness of the personal standards required of them whilst volunteering. It is also suitable for those learners who are already in a volunteering role and will enhance both their knowledge and skills. In these circumstances the learners could use their volunteering role to assist them to gather the evidence required.

## Entry requirements

No entry requirements.

This qualification is a short introduction for anyone considering working in the voluntary sector. It is also suitable for anyone already working in a voluntary organisation who wishes to formalise and further develop their existing experience and skills. The qualification is also suitable for learners undertaking larger programmes of study in related industries (healthcare, sport etc). In addition, the qualification provides a basis for those who may wish to progress to further study and development.

## Course level

Level 1

## Number of sessions

3 full day sessions or 6 half day sessions

## Course aims and objectives

This qualification aims to prepare learners for a role within a voluntary organisation.

The objectives of this qualification are to help learners to:

- Understand the role of a volunteer within a voluntary organisation
- Understand the activities of voluntary organisations
- Identify the skills required to be a successful volunteer
- Understand the regulatory frameworks that may apply to being a volunteer

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 2 Food Safety



## Course description

This online Food Safety content is designed to provide individuals that handle open food with the essential knowledge and understanding of good Food Safety Practice. The aim of this training content is to provide candidates with a fundamental knowledge of food hygiene and to enable them to apply this knowledge to essential practical skills in order to prevent food poisoning.

## Entry requirements

No entry requirement.

Online course - all learners require access to a device and internet connection.

## Course level

Level 2

## Number of sessions

12 Hours study time

## Course aims and objectives

The aim of this course is to explain the term food hygiene, looking at ways in which we can minimise the risk of food poisoning. On completion of this course the learner will be able to; understand present legislation and hazard analysis in relation to good food hygiene, explain the term “Food Hygiene” and the responsibility of their role as a food handler, describe different types of contamination, understand all issues involved in food poisoning and name the most common types, their source and their symptoms. Understand how bacteria multiply and explain the measures we can take to prevent this. Understand the importance of personal hygiene. Name a variety of pests, their signs, and risks in the workplace. Describe the differences between clearing and disinfecting in the workplace. Relate design and maintenance of premises and utensils to good food hygiene.

## Progression – after this course what might you do next?

Learners can progress to further training courses including our Introduction to Care and Volunteering programme or Level 1 Child/Adult Care.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529



# Step Ahead

## Course description

Step Ahead is for those learners who wish to improve their confidence and who may have anxiety or low self-esteem. The course helps to understand anxiety symptoms, develop assertiveness, and improve communication, learning and memory techniques.

## Entry requirements

No prior qualifications or experience needed.

Learners may participate in activities only if they are comfortable and confident to do so.

## Course level

Entry

## Number of sessions

3

## Course aims and objectives

The course promotes and encourages positive thinking, confidence building, constructively challenging beliefs, and values. We understand that those with health issues/challenges often leading to long periods of unemployment can believe they lack the ability to learn. Learners will consider their own preferred learning style, understand how memory works, and recognise the link between concentration and relaxation, leading to greater insight into communicating with others more effectively.

## Progression – after this course what might you do next?

Step Ahead is often the first stepping stone into training and employment. Learners can progress onto non accredited and accredited IT courses, Maths and English, voluntary and paid work.

## Contact for further information

Northern Rights

Email: [nonaccredited-courses@northernrights.org.uk](mailto:nonaccredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095

# Learn to Earn



## Course description

Learn to Earn provides all the tools required for those that are trying to gain employment tackling any concerns and also the rights and responsibilities around disclosure of health and disability within the context of the Equality Act and Health and Safety legislation. All learners will create a CV, covering letter, prepare for an interview as well as have access to and apply for job opportunities. Learners are also given advice on how to manage the transition from benefits into work.

## Entry requirements

Learners will complete an assessment to ensure they have the necessary IT and literacy skills to be able to fully benefit from the course content. Learners that require support with IT or literacy may access Northern Rights Digital courses and English courses to enable them to progress successfully onto the Learn to Earn course.

## Course level

Entry

## Number of sessions

6

## Course aims and objectives

At the end of the course, learners will understand how to successfully apply for job vacancies, be confident in interview techniques, create an excellent CV, enhance communication skills, understand employers' expectations and be able to plan their finances, understanding the importance of good money management. All learners can access Northern Rights Employment Services and receive support from a Personal Development Advisor who can provide support in finding suitable, sustainable employment.

## Progression – after this course what might you do next?

Learners will be competent in using all available resources to successfully apply for and sustain employment. Volunteering opportunities and further training courses are available to support with additional skills development.

## Contact for further information

Northern Rights

Email: [nonaccredited-courses@northernrights.org.uk](mailto:nonaccredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095



# Fit Body Fit Mind



## Course description

This course will empower learners to take control of their fitness so that they are better equipped to stay fit and healthy, organised and able to work as a team. They will also improve their communication skills and ideally make steps towards sustainable, long-term, meaningful employment.

## Entry requirements

None

## Course level

Non-accredited

## Number of sessions

12 hours over 2 or 4 sessions

## Course aims and objectives

The course aims to improve knowledge on:

- Ways to reduce stress and anxiety
- Positive effects of exercise on mental health
- Importance of sleep
- Ways to improve brain activity
- Diabetes and Obesity
- Links between our Mood and Food

## Progression – after this course what might you do next?

Other Health and Wellbeing sessions e.g. Pre-employability and Wellbeing.

## Contact for further information

Mel Makaveli/Rob Moores

Email: [Mel@mediasavvy.co.uk](mailto:Mel@mediasavvy.co.uk)/[Rob@mediasavvy.co.uk](mailto:Rob@mediasavvy.co.uk)

Telephone: 07956 575 167/07921 820 983

# Understanding my Fitness



## Course description

The course is designed to suit a range of learners including those with an interest in getting back into employment. Those who are unsure of a career path and looking to try something different and gain transferable skills. Those who are facing employment/volunteering barriers linked to their physical/mental health. Those who are suffering from low self-esteem/confidence levels. This course is aimed at individuals making their very first steps towards becoming healthier and physically fit. All shapes, sizes, abilities, and knowledge bases are welcome.

## Entry requirements

None

## Course level

Non-accredited

## Number of sessions

Various

## Course aims and objectives

The course aims to improve knowledge on:

- Different components of fitness
- Working with own body type.

## Progression – after this course what might you do next?

Other Health and Wellbeing sessions e.g. Pre-employability and Wellbeing.

## Contact for further information

Mel Makaveli/Rob Moores

Email: [Mel@mediasavvy.co.uk](mailto:Mel@mediasavvy.co.uk)/[Rob@mediasavvy.co.uk](mailto:Rob@mediasavvy.co.uk)

Telephone: 07956 575 167/07921 820 983

# Pre-employability and Wellbeing



## Course description

This course has been designed to give learners an opportunity to improve their transferable employability skills, whilst giving a solid introduction to a range of health and fitness topics and helping to improve health and fitness. The course structure is flexible, and we treat each group individually to enable us to meet every learner's needs.

## Entry requirements

None

## Course level

Non-accredited

## Number of sessions

10

## Course aims and objectives

The course content includes:

- Identify the skeleton & different body types
- Understand why we overeat and our relationship with mood/food
- Understand the main food groups and be able to read food labels
- Know how to maintain a healthy heart
- Take part in suitable health and fitness activities.

## Progression – after this course what might you do next?

Learners can progress onto our Certificate in Vocational Studies (Sport & Leisure) L1.

## Contact for further information

Mel Makaveli

Email: [Mel@mediasavvycic.co.uk](mailto:Mel@mediasavvycic.co.uk)

Telephone: 07956 575 167

# Skills for Employment, Training and Personal Development

## Course description

This course has been designed to give learners a solid introduction to a range of volunteering opportunities to build their CV, not only with a qualification but with work experience. Learners will look at ways of applying for roles, have mock interviews at the same time as enhancing core ICT and employability skills.

## Entry requirements

None

## Course level

Level 1

## Number of sessions

5

## Course aims and objectives

The course content includes:

- Gaining a nationally recognised Level 1 Award
- Improved ICT skills
- Digital skills
- Improved word processing skills inc. CV writing, project planning and general programme knowledge
- Self-marketing skills via digital imaging to enhance basic CVs, 'Soft skills' development including peer working, planning engagement, self-confidence and communication
- Employability skills - working in a team, self-directed work, meeting deadlines and following instructions

## Progression – after this course what might you do next?

Learners can progress into voluntary employment in a role that they research as part of the course. This will not only add to their work experience for their CV but will also fill gaps where there has been long term unemployment. Volunteering is an opportunity to gain experience in various role types so as to ascertain which types of employment best suit an individual; where they may feel fulfilled in any final career decisions that they make.

## Contact for further information

Lisa Miller

Email: [Lisa@mediasawycic.co.uk](mailto:Lisa@mediasawycic.co.uk)

Telephone: 07886 753 797

# Certificate in Developing Skills for Employment



## Course description

A motivational course with embedded employability, giving learners an opportunity to complete their own research and take part in activities, develop their own CV and career plan and present findings.

The focus will be to:

- Develop Practical Skills and Techniques
- Use Tools and Equipment for a Practical Activity
- Use of Materials in a Practical Activity
- Participate in Vocational Tasters assessments, take part in activities, develop their own CV and career plan and present findings

## Entry requirements

None

## Course level

Level 2

## Number of sessions

10 sessions

## Course aims and objectives

The aim of the course is to give learners a solid introduction to a range of transferable skills and to research different roles to ascertain their preferred career pathways. The course is designed to empower learners to take control of their employability so that they are better equipped for the workplace.

## Progression – after this course what might you do next?

Learners can progress onto college; many consider working in a fitness and leisure environment. Many learners feel confident to apply for voluntary work and employment towards the end of the programme.

## Contact for further information

Mel Makaveli

Email: [Mel@mediasavvycic.co.uk](mailto:Mel@mediasavvycic.co.uk)

Telephone: 07956 575 167

# Certificate in Vocational Studies Sport & Leisure



## Course description

A motivational course with employability built-in, giving learners a solid introduction to a range of transferable skills with units that focus on

- How the Body Works
- Planning a Fitness Programme
- Taking Part in Exercise and Fitness
- Presentation Skills

Learners will complete their own research and risk assessments. Empowering learners to take control of their fitness so that they are better equipped to stay fit and healthy, organised, able to work as a team, as well as speak to a group.

## Entry requirements

None

## Course level

Level 1

## Number of sessions

72 hours over 12 sessions, 1 day per week

## Course aims and objectives

By the end of the course, all learners should have a basic knowledge in

- Anatomy
- Body functions and systems
- Nutrition and diet
- How to deliver a presentation
- How to work as a team
- Understanding of different components of fitness

By the end of the course, all learners should have a basic knowledge of Health, Nutrition and Well-being and the key principles, tools and techniques involved in this area.

## Progression – after this course what might you do next?

Learners can progress onto Level 2.

## Contact for further information

Mel Makaveli

Email: [Mel@mediasavvy.co.uk](mailto:Mel@mediasavvy.co.uk)

Telephone: 07956 575 167



# Level 2 Certificate in Principles and Preparation for Coaching Sport

## Course description

This qualification provides an introduction to sports coaching and understanding the fundamentals of coaching sport. Learners will develop the fundamental skills and principles required to safely deliver sports coaching sessions.

## Entry requirements

Learners must be over the aged of 19, resident in Sunderland and have not achieved a qualification in English or Mathematics'.

## Course level

Level 2

## Number of sessions

5 hours of learning per day over a 15-day period

## Course aims and objectives

The objectives of this qualification are to:

- Provide an introduction to sports coaching and understand the fundamentals of coaching sport
- Provide learners with the fundamental skills and principles required to safely deliver sports coaching sessions
- Enable learners to understand how to develop and support participant(s) lifestyle through coaching sport
- Enable learners to learn about the principles of safe and equitable coaching practice sport
- Enable learners to assist in the delivery of a sports activity session

## Progression – after this course what might you do next?

Once learners have achieved the Level 2 qualification, they will have the opportunity to progress to further levels and to other opportunities such as work experience, employment and coaching opportunities.

## Contact for further information

Colin Dagg

Email: [colin@keepactive.org.uk](mailto:colin@keepactive.org.uk)

Telephone: 0191 519 4322

# Care Sector

Working in social care offers the opportunity for individuals to work within a diverse range of services and choose from a wide variety of job roles. Take a look at the courses on offer to support you with moving into employment in the care sector.







# Introduction to Health, Social Care and Children's and Young People's Settings

## Course description

The course aims to develop learners' knowledge and awareness of health, social care and children's and young people's settings. This qualification provides pathways into the sector for anyone considering a career in health and/or social care. All learners will receive a guaranteed job interview with a local care company with genuine job opportunities.

## Entry requirements

No previous qualifications or experience required.

Basic literacy and numeracy skills.

Learners should have a caring and compassionate nature and be seeking employment.

## Course level

Level 1

## Number of sessions

4 days

## Course aims and objectives

Learners will develop knowledge about the wider health and social care sector, understand job roles available and begin to develop an understand of the principles of care and legislation.

## Progression – after this course what might you do next?

Learners can progress onto the Level 2 Certificate in the Principles of Dementia Care which will support employment opportunities.

Learners who decide that this vocation is not for them will be appropriately signposted to further training opportunities.

## Contact for further information

Billy Doherty

Email: [billy@winnovation.org.uk](mailto:billy@winnovation.org.uk)

Telephone: 07988 723 106

# Certificate in the Principles of Dementia Care



## Course description

This qualification aims to assist learners to develop their knowledge and understanding of the principles of caring for those with dementia. It covers areas such as person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities. All learners will receive a guaranteed job interview with a local care company with genuine job opportunities

## Entry requirements

No previous qualifications or experience required.

Basic literacy and numeracy skills.

Learners should have a caring and compassionate nature and be seeking employment.

## Course level

Level 2

## Number of sessions

1 day

## Course aims and objectives

Learners will develop knowledge around caring for those with dementia. Learners will be able to understand the main types of dementia, communication methods, person centred care and importance of safeguarding. Learners will also develop confidence and build skills needed to gain employment.

## Progression – after this course what might you do next?

All learners will receive a guaranteed job interview with a local care company with genuine job opportunities. Learners who gain employment can progress onto an apprenticeship, level 2 Adult care worker.

This qualification supports progression to employment and progression within employment for the following job roles healthcare support service worker, clinical healthcare support worker, healthcare assistant, mental health support worker and outreach worker.

## Contact for further information

Billy Doherty

Email: [billy@winnovation.org.uk](mailto:billy@winnovation.org.uk)

Telephone: 07988 723 106



# Level 1 Award in Introduction to Early Years Settings

## Course description

This qualification is aimed at parents and volunteers wishing to participate in the provision made by early years environments, such as pre-schools and is also suitable for those wishing for a career change, to refresh previous training/experience or to regain employment after a career break.

## Entry requirements

None

## Course level

Level 1

## Number of sessions

3 Full days/6 half days

## Course aims and objectives

Learner aims cover; the value of play, roles and responsibilities of carers and volunteers and the importance of developing links in the local community. The level 1 Award concentrates on working with children from birth to five years, and learners can progress to a full qualification.

## Progression – after this course what might you do next?

Progress to Level 2/3 which are required industry standard qualifications. Level 2 allows learners to apply for work in the sector; level 3 is required for a learner to progress to management. Information, advice, and guidance is given to learners at each stage of their journey throughout the progression of the course.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 2 Certificate for the Children and Young People's Workforce



## Course description

The qualification is aimed at those who wish to work or are working in a supervised role in the Children and Young People's Workforce in England and is suitable for those seeking employment in the Children and Young People's Workforce. The course is designed to boost the individuals work and life skills to help them gain employment in the desired role. This qualification develops the knowledge and skills needed when working with children and young people aged 0-19 years and their environments. It covers a wide range of areas including child development and safeguarding. This course makes learners employment ready as they can apply for jobs after completion. They will gain sector knowledge and skills, plus interview skills within a session with National Careers Service.

## Entry requirements

This qualification is suitable for those who have already completed the level one and are ready progress and to find employment within the sector.

## Course level

Level 2

## Number of sessions

14-20 Full Days

## Course aims and objectives

Learner aims will cover child development, safeguarding, health and safety, equality and diversity, working in partnership, supporting speech and language, children with additional needs, as well as Youth and Play work.

## Progression – after this course what might you do next?

Our progression pathway supports those with no qualifications into accredited provision and towards the labour market. Information, advice and guidance is given to learners at each stage of their journey throughout the progression of the course.

Progress to Level 3 which is the required industry standard qualification. Level 3 is required for a learner to progress to management. This level includes knowledge and skills-based assessment, so learners can gather the experience required to gain employment. Many learners who have completed level 2 attain employment from their work placement and/or progress onto Level 3 with support from their employer.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 2 Diploma in Care



## Course description

This qualification is aimed at those who wish to work or are working in a supervised role with adults in health and social care environments in England.

Suitable for those seeking employment in the Health and Social Care sector. Is designed to boost the individuals work and life skills to help them gain employment in the desired role.

The knowledge gained will be working towards an individual's specific job role, preparing them for further training and to seek employment for the role they desire.

## Entry requirements

This qualification is suitable for those who have already completed the level one and are ready to progress and to find employment within the sector and for those who wish to develop knowledge whilst also gaining practical skills which will prepare them for employment in the desired job role.

## Course level

Level 2

## Number of sessions

18-24 Full days

## Course aims and objectives

This qualification is designed to develop the knowledge and skills needed when working with adults in health and social care environments. Learners cover a wide range of areas including supporting individuals with their physical and emotional care, daily living needs and health care procedures.

Learner aims will cover equality and diversity, health and safety, safeguarding and risk assessment.

## Progression – after this course what might you do next?

Progress to Level 3 which is the required industry standard qualification. Level 3 is required for a learner to progress to management. This level includes knowledge and skills-based assessment, so learners can gather the experience required to gain employment. Many learners who have completed level 2 attain employment from their work placement and/or progress onto Level 3 with support from their employer.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 1 Award in Safeguarding in a Learning Environment



## Course description

This qualification is appropriate for a wide range of people with an interest of Safeguarding. This will enable them and their peers to take responsibility for their own and others' safety and be able to enjoy learning and progress in their lives.

## Entry requirements

No entry requirements

## Course level

1

## Number of sessions

3 full day sessions or 6 half day sessions

## Course aims and objectives

This course aims to provide learners with the suitable knowledge, guidance, support and understanding that everyone has the right to learn, to be safe and to be respected. Learners will be able to make sure that they are being provided with a safe and secure learning environment that promotes their health and wellbeing.

Topics covered include:

- Bullying and ways to deal with it
- Social and emotional resilience exercises
- Developing self-awareness
- Recognising the needs of others
- Develop reflective skills

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 1 Award in Mental Health Awareness



## Course description

The qualification is appropriate for a wide range of people with an interest in raising their own understanding of mental health issues. It would complement study in a range of areas, e.g., citizenship, PSHE, healthcare, social care, counselling or public services.

It may also be particularly useful for those working within the voluntary and community sector and for others whose role calls for interaction with the general public in their day-to-day work.

## Entry requirements

No entry requirements

## Course level

Level 1

## Number of sessions

3 full days or 6 half day sessions

## Course aims and objectives

This qualification aims to:

- Raise awareness of the issues surrounding mental health difficulties
- Dispel some of the myths and misconceptions frequently linked to mental health issues
- Develop learners' knowledge of the rights of those with mental health issues

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 1 Award in Preparing to Work in Adult Social Care



## Course description

This level 1 course develops basic knowledge of the adult social care sector. It covers the types of job roles and services within it, the role of communication and the importance of valuing the individual being cared for.

## Entry requirements

No entry requirements

## Course level

Level 1

## Number of sessions

3 Full days, 6 Half days

## Course aims and objectives

The CACHE level 1 Award in Preparing to Work in Adult Social Care develops a basic knowledge of the adult social care sector. It covers the type of job roles and services within it, the role of communication and the importance of valuing the individuals being cared for. This Award enables learners to develop a basic knowledge of the wide breadth of work within the adult social care sector and is aimed at those who wish to explore roles in this fields.

Learner aims will cover care values and principles, skills and attitudes, communication and roles and responsibilities of carers and volunteers.

## Progression – after this course what might you do next?

Progress to Level 2/3 which are required industry standard qualifications. Level 2 allows learners to apply for work in the sector; level 3 is required for a learner to progress to management. Both levels include knowledge and skills-based assessment, so learners can gather the experience required to gain employment.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529



# First Aid



## Course description

This online First Aid course is essential for everyone in the workplace and home; you never know when you may need to use first aid skills and have the confidence to act in a potentially life-threatening situation.

Using high quality videos alongside written guidance, this online course will provide you with all the information needed to be able to recognise emergency situations, treat conditions and reactions and ensure that you can take appropriate action at the time of an incident.

## Entry requirements

No entry requirement.

Online course - all learners require access to a device and internet connection.

## Course level

Entry

## Number of sessions

12 Hours study time

## Course aims and objectives

The aim of the course is for learners to develop a better understanding of First Aid. By the end of the course the students will have a greater understanding of the following conditions:

- Unconscious (including seizure)
- Abnormal breathing
- Cardiopulmonary resuscitation
- Bleeding severely
- Suffering from shock
- Choking
- Suffering from a heart attack

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Next Steps



## Course Description

The aim of our 'Next Steps' course is to prepare learners for employment within the care sector. The focus of this course is on the learner's individual and professional development, providing a clear pathway from vocational training into work.

## Entry Requirements

No entry requirements.

This qualification is suitable for those who wish to become employed and progress in the Child Care and/or Health and Social Care sector.

It is for those who wish to develop knowledge whilst also gaining practical skills which will prepare them for employment in the desired job role. The course is designed for those keen to work in a care sector environment.

Learners will be required to attend a session with the national careers service and will be given advice and guidance on CVs and interview skills. This will give them the necessary knowledge and skills to carry out a presentable and full CV and to successfully attend a formal interview.

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

The aim of our Next Steps course is to provide learners with an understanding of statutory responsibilities, rights of employees and employers, awareness of their own occupational role and how it fits within the sector, agreed ways of working with employers, career pathways, issues of public concern and how these may influence changes in an employer response in the sector.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Awareness of Mental Health and Wellbeing



## Course Description

This course introduces the key concepts of mental wellbeing, focusing on the range of factors that can affect mental wellbeing and how to promote good mental health with individuals and groups in a variety of contexts.

## Entry requirements

No entry requirements

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

The aim of this course is to allow learners to have a better understanding of mental health, factors that influence mental health and possible strategies that can be put in place. We will discuss strategies used when working with a person with mental health issues. Learners will also gain knowledge of how to improve their own mental health.

By the end of the session the students will have a greater understanding of mental health and wellbeing, involving factors of mental health, identifying possible triggers and strategies that may influence change in mental wellbeing. How to improve own mental health and the stigma of mental health. There is also a list of local and national agencies that can be accessed for information, support guidance and to be signposted to. How equality and diversity links to mental health.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# ADHD Awareness



## Course Description

This course investigates some of the various characteristics and triggers of ADHD, as well as ways of identifying them and ways to try and overcome them. The course also draws on people's own experiences and is a valuable programme to build upon existing knowledge or for those who have no prior knowledge at all. This is a one-day course that explores ADHD, this is done by exploring the main characteristics and causes of ADHD and strategies to support children/adults with this condition. The learner will also examine how this impacts on the family and support options available within Sunderland.

## Entry requirements

No entry requirements.

This qualification is suitable for those wishing for a career change, to refresh previous training and experience or to regain employment after a career break. It is also suitable for parents and carers of individuals with ADHD.

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

The aim is to explore ADHD. By the end of the session learners will have a greater understanding of behaviour strategies and compile a plan to help alleviate certain aspects of challenging behaviour and identify strategies that may influence a change in behaviour.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# ASD Awareness



## Course Description

ASD awareness course is aimed at parents and carers of children with ASD and would also be very beneficial to learners who are currently studying their level 1, 2 and 3 courses in care, as it expands upon working with parents.

## Entry requirements

No entry requirement

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

The aim is to explore ASD. By the end of the session students will have a greater understanding of:

- The main characteristics of ASD
- What ASD means
- The emotions from the child and parents' point of view
- Possible triggers to anxiety
- Strategies that may support an individual with ASD
- Other support available for people with ASD

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Dementia Awareness



## Course Description

The Dementia Awareness course gives learners an insight into the signs and symptoms of dementia in addition to the differences between dementia, depression, and age-related memory impairment. Dementia awareness course aims to support carers of people with dementia by coming together and sharing coping strategies. Learners are signposted to other organisations for more intensive help and support.

## Entry Requirements

No entry requirement

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

The aim of the course is for learners to develop a better understanding of Dementia. By the end of the session the students will have a greater understanding of:

- what is Dementia
- statistics regarding Dementia
- reasons for misdiagnosis
- common types of Dementia
- the impact of Dementia
- what it means by being Dementia Friendly

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Introduction to Care & Volunteering



## Course Description

Our Introduction to Care and Volunteering course is an introductory course designed to allow learners to make an informed choice of whether they would like to progress onto a course in either child or adult care. The course is intended to give learners an informed choice about the large range of work within the care and volunteer sector.

## Entry requirements

No entry requirement

## Course Level

Entry

## Number of sessions

1 Full Day/2 Half Days

## Course aims & objectives

This course is suitable for those who wish to become employed within all areas of health, children's and adult care and education. The course is intended to give learners an informed choice about the large range of work within the care sector. It covers the work roles of social carers, play workers, adult and child carers. Learners cover appropriate behaviours and attitudes within the workplace.

## Progression – after this course what might you do next?

On enrolling with Training in Care learners begin our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Level 1 Award Stress Awareness



## Course description

This course is suitable for learners who wish to improve their understanding of stress and its effects on health.

## Entry requirements

No entry requirements

## Course level

Level 1

## Number of sessions

3 full days 6 half days

## Course aims and objectives

This qualification aims to improve learners' understanding of stress. They will look at the causes of stress and the effects stress can have on health. Course content covers recognising the signs and symptoms of stress and identifying ways of preventing or reducing stress.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529



# Level 1 Award in Nutrition and Health



## Course description

This qualification is designed for learners looking to improve their understanding of nutrition and health.

## Entry requirements

No entry requirement

## Course level

Level 1

## Number of sessions

3 full days or 6 half days

## Course aims and objectives

This qualification aims to:

- Develop learners' understanding of the importance of eating healthily and maintaining hydration
- Develop learners' understanding of food choices and how to make healthy choices
- Help learners plan a healthy diet for self and others
- Increase understanding of eating disorders, the connections between food and feelings, and ways to seek help and support

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Award in Occupational Studies for the Workplace



## Course description

The qualification is intended to be accessible to a wide range of learners of all abilities. For learners who wish to gain knowledge that can be applied to a variety of job roles. You should choose this qualification if you'd like to develop knowledge and introductory skills in a range of occupational areas. This qualification allows you to explore a few different occupational areas, which may or may not be related. Being able to try-out a few areas will give you an insight into future learning and employment options in each area. This can support your effective decision making and progression into future learning and employment options.

## Entry requirements

No entry requirement

## Course level

Entry Level 3

## Number of sessions

3 full days or 6 half days

## Course aims and objectives

Learners can develop a more 'hands on' approach to their learning and gain practical skills, knowledge and understanding in their chosen vocational area(s). The skills, knowledge and understanding gained may help learners prepare for work through real or simulated work situations and may contribute to preparing them for working life beyond education.

The qualification is intended to give learners a solid base from which to further develop their skills and learning.

## Progression – after this course what might you do next?

Progress to our Introduction to Care and Volunteering programme which introduces work opportunities within the children, young people's and the adult workforce. On completion, learners identify a child or adult care route and are offered progress to accredited qualifications. This programme is successful in helping learners to make a clear choice and is preparation for the beginning of accredited work.

## Contact for further information

Fay Brown

Email: [faybrown@trainingincare.co.uk](mailto:faybrown@trainingincare.co.uk)

Telephone: 0191 537 3529

# Digital Skills

Whether you're new to digital skills, would like to improve your computer skills, get to grips with a smartphone, camera or tablet or use the internet for job search we have courses that can help you improve your digital skills.



# Introduction to Photography

## Course description

This course provides learners with the skills they need to understand how to use camera equipment and what is needed to produce a good photograph.

## Entry requirements

None

## Course level

Entry

## Number of sessions

1 day

## Course aims and objectives

Main outcome is to show progression from first photos till the end of the course, photos will be used to create a photo book.

## Progression – after this course what might you do next?

Skills for employment, training and personal development, functional skills English, functional Skills Maths, other courses in the area.

Volunteering opportunities.

## Contact for further information

This is a closed course for residents of Swan Lodge.

# First Click



## Course description

A practical course ideally suited for those who are new to using ICT to search for work. Support is provided to help learners develop an understanding of using the Internet safely to support them with everyday life. The course supports learners to gain confidence in accessing systems and develop basic digital skills.

Laptops and internet access will be provided for the duration of the course.

## Entry requirements

No previous skills or experience needed. If learners do have e-mail and job search accounts, they are asked to bring passwords so they can use them whilst in the session.

## Course level

Pre-Entry - Entry Level

## Number of sessions

5 hrs/1 day

## Course aims and objectives

The course will help improve confidence of those individuals scared of using computers or worried about technology and feel like they are being left behind. The session is aimed at job seekers looking for work who are struggling with ICT to carry out their job search activity. Learners will be supported to develop an understanding of using email as a communication method and how to stay safe online.

## Progression – after this course what might you do next?

One to one personal development, employability coaching, Functional Skills Maths/English/ICT (Entry 1,2,3), Time for Change, Time For Life and Job Seeking with IT courses (Uplift).

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Job Seeking with IT



## Course description

Job Seeking with IT is the next step from our First Click Course. It is perfect for those with basic IT skills who need to practice navigating around a computer and need support with aspects of their job search activities. A practical course ideally suited for those new to job seeking electronically or those who are not meeting job search requirements.

## Entry requirements

No previous skills or qualifications needed although we do ask that learners bring details of accounts/passwords so they can use them whilst in the session.

## Course level

Pre-entry – Entry level

## Number of sessions

3 days

## Course aims and objectives

The course aims to improve confidence in using IT. This includes how to navigate the internet, how to use Microsoft Word to create a CV and covering letter and learning how to tailor these to meet the requirements of specific job roles.

Applying for jobs online including how to attach documents and apply via job sites.

This course also supports learners to understand email etiquette and safety and security and their importance in the world of work.

## Progression – after this course what might you do next?

One to one personal development, employability coaching, Functional Skills Maths/English/ICT (Entry 1,2,3), Time for Change and Time For Life courses (Uplift).

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Be Smart on Smart Devices



## Course description

This course aims to improve confidence in using Smart devices, including connecting to Wi-Fi and navigating the internet. How to search and apply for job vacancies using devices, and understanding the importance of data and online security.

## Entry requirements

No previous skills or qualifications needed although we do ask that learners bring details of accounts/passwords so they can use them whilst in the session. A SMART device that can connect to the Wi-Fi, navigate the internet and download relevant applications.

## Course level

Pre-entry

## Number of sessions

5.5 hours

## Course aims and objectives

This course aims to improve confidence in using Smart devices including tablets, phones and laptops.

Learners develop an understanding of how to connect to WI-FI and navigate the internet.

Popular job sites and how to use and apply for job vacancies will be introduced.

The course also covers online safety.

## Progression – after this course what might you do next?

First Click, Job searching with IT.

One to one personal development, employability coaching, Job Club, Functional skills Maths/English/ICT (Entry 1,2,3), Benefits to Work (Uplift)

Volunteering opportunities.

## Contact for further information

Uplift HQ

Email: [contact@upliftassociates.co.uk](mailto:contact@upliftassociates.co.uk)

Telephone: 07535 002 565

# Introduction to Digital Imaging



## Course description

This online course is aimed at complete beginners who may want to improve their digital and ICT skills, or those interested in looking at digital image making/manipulation, and particularly those with an interest in art, design and creativity.

## Entry requirements

Access to internet and device required as course is online.

## Course level

Non-accredited beginners course

## Number of sessions

3 X 2.5-hour livestream 3 X 1-2-hour Zoom

## Course aims and objectives

The course aims to improve learner knowledge on:

- General ICT skills
- Mouse and keyboard use
- Using the internet
- File management
- Using specialist software to create digital images

## Progression – after this course what might you do next?

- Other Digital Skills courses
- Accredited digital imaging courses including a Level 1 and 2
- Higher study
- Volunteering
- Self employment

## Contact for further information

Dan Makaveli

Email: [dan@mediasavvic.co.uk](mailto:dan@mediasavvic.co.uk)

Telephone: 07939 095 492



# Digital Skills: Basics



## Course description

This course is aimed at supporting those with minimal skills or confidence in using their device whether it be smartphone, tablet or PC. It will also support people in creating a Gmail account and download apps to their smartphones/devices to help stay connected, complete distance learning and reduce isolation.

## Entry requirements

Access to internet and device required as course is online.

## Course level:

Non-accredited

## Number of sessions:

- 2 hours Live stream - 2 staff members
- 1-2-hour group zoom
- 1-2-1 zoom support

## Course aims & objectives

The course aims to walk people through several procedures so they can use their device with confidence including:

- Starting their device
- Antivirus
- Downloading apps including Zoom, WhatsApp, messenger
- Using Facetime/Zoom interface etc
- Signing into YouTube and email account
- Using YouTube Live Chat feature

## Progression – after this course what might you do next?

Other Digital Skills sessions including

- E-Safety
- Communication

## Contact for further information

Lisa Miller, Dan Makaveli

Email: [lisa@mediasavvycic.co.uk](mailto:lisa@mediasavvycic.co.uk)/[dan@mediasavvycic.co.uk](mailto:dan@mediasavvycic.co.uk)

Telephone: 07886 753 797 (Lisa) 07939 095 492 (Dan)

# Digital Skills: Online Profile and Employability



## Course description

This online course is aimed at supporting those with minimal skills or confidence in using their device whether it be smartphone, tablet or PC. It will also support people in using the internet while job seeking, including maintaining a professional online presence and making a UC claim.

## Entry requirements

Digital Skills: Basics

Access to internet and device required as course is online

## Course level

Non-accredited

## Number of sessions

- 2 hours Live stream - 2 staff members
- 1-2 hour group zoom
- 1-2-1 zoom support

## Course aims and objectives

The course aims to improve knowledge on:

- Maintaining a professional social media presence including privacy setting, careful sharing, photos etc
- LinkedIn
- UC applications
- Uploading documents
- Online form filling

## Progression – after this course what might you do next?

Other Digital Skills sessions including

- E-Safety
- Communication
- Money Matters

## Contact for further information

Lisa Miller, Dan Makaveli

Email: [lisa@mediasavvycic.co.uk](mailto:lisa@mediasavvycic.co.uk)/[dan@mediasavvycic.co.uk](mailto:dan@mediasavvycic.co.uk)

Telephone: 07886 753 797 (Lisa) 07939 095 492 (Dan)

# Digital Skills: Social Media for Beginners



## Course description

This online course is aimed at supporting those with minimal skills or confidence in using their device whether it be smartphone, tablet, or PC. It will also support people in using social media, deciding what social media sites they would like to access and what they can do on each site. It will also include how to use these sites safely.

## Entry requirements

Digital Skills: Basics

Access to internet and device required as course is online

## Course level

Non-accredited

## Number of sessions

- 2 hours Live stream - 2 staff members
- 1-2 hour group zoom
- 1-2-1 zoom support

## Course aims and objectives

The course aims to give learners the tools to decide what social media they would like to use and how to use it appropriately including:

- Facebook Inc. messenger
- Instagram
- YouTube
- Key terms e.g. Hashtag, status
- Social Media E-safety

## Progression – after this course what might you do next?

Other Digital Skills sessions including

- Communication
- IT User Skills L.1

## Contact for further information

Lisa Miller, Dan Makaveli

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# Digital Skills: E-Safety



## Course description

This online course is aimed at supporting those with minimal skills or confidence in using their device whether it be smartphone, tablet or PC. It will also support learners to develop a good understanding of online safety.

## Entry requirements

Digital Skills: Basics

Access to internet and device required as course is online

## Course level

Non-accredited

## Number of sessions

- 2 hours Live stream - 2 staff members
- 1-2 hour group zoom
- 1-2-1 zoom support

## Course aims and objectives

The course aims to improve knowledge on various E-Safety topics such as:

- Location data safety
- App safety
- Scams
- Fraud
- Fake news
- Authenticating information
- Stalking

## Progression – after this course what might you do next?

Other Digital Skills sessions including communication

## Contact for further information

Lisa Miller, Dan Makaveli

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# Digital Skills: Communication



## Course description

This online course is aimed at supporting those with minimal skills or confidence in using their device whether it be smartphone, tablet or PC. Helping them develop their understanding of online communication methods, apps and how these work on devices.

## Entry requirements

Digital Skills: Basics

Access to internet and device required as course is online

## Course level

Non-accredited

## Number of sessions

- 2 hours Live stream - 2 staff members
- 1-2 hour group zoom
- 1-2-1 zoom support

## Course aims and objectives

The course aims to walk people through using several different online communication methods including:

- Zoom
- Facetime
- Teams

## Progression – after this course what might you do next?

Other Digital Skills sessions including

- Online Profile and Employability
- Intro to Digital Imaging
- IT User Skills L.1

## Contact for further information

Lisa Miller, Dan Makaveli

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# Digital Skills: Money Matters



## Course description

This online course is aimed at those with limited skills or confidence in using their device whether it be smartphone, tablet or PC. The course will also support people in looking for reviews of products and sellers to check out potential purchases, ensuring sites are secure when shopping online and recognising and avoiding online Scams. This course is also suitable for those that need to manage their accounts online so that they can take advantage of online discounts for paperless utilities.

## Entry requirements

Digital Skills: Basics

Access to internet and device required as course is online

## Course level

Non-accredited

## Number of sessions

- 2 hours Live stream - 2 staff members
- 1-2 hour group zoom
- 1-2-1 zoom support

## Course aims and objectives

The course aims to walk people through the processes of online banking and shopping, ensuring they are aware of potential scams, what to look for and how to ensure they are using secure websites when inputting personal information:

- Checking site/product/seller reviews
- PayPal (and similar platforms)
- Secure sites/pages, what to look for
- Checking emails that come as if from a trusted organisation

## Progression – after this course what might you do next?

Other Digital Skills sessions including

- Intro to Digital Imaging

## Contact for further information

Lisa Miller, Dan Makaveli

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Telephone: 07886 753 797 (Lisa) 07939 095 492 (Dan)



# Certificate in Digital Skills

## Course description

The course is for those learners that may have an Entry Level qualification in ICT or have some practical IT skills. This course will help learners explore a range of digital skills and see their relevance and the importance of safety and security of their devices and personal information.

## Entry requirements

None, device and internet access

## Course level

Level 1

## Number of sessions

14 classroom based sessions will be delivered 3 days each week and learners will have access to SkillsForward Learning site to compliment delivery.

## Course aims and objectives

Learners will complete the following modules:

- Using a computer
- Find and use information
- Safety and security when using Data and Digital Devices
- Communicating and collaborating online
- Using Word processing Software
- Developing a career

This course will help learners explore a range of digital skills and see their relevance and the importance of safety and security of their devices and personal information. The course covers creating professional documents, file management, using social media, such as Linked-in, Glass Door and platforms for research in relation to employment opportunities.

## Progression – after this course what might you do next?

Learners will be competent in using digital skills that are current and used in the workplace today, produce professional documents, use relevant software and platforms to look for employment and progress once in the workplace.

## Contact for further information

Northern Rights

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Telephone: 0191 4661095



# Digital Confidence - Byte 1

## Course description

This is a basic computer course for learners who have very little or no experience using a computer.

## Entry requirements

None

## Course level

Non-Accredited

## Number of sessions

1 day

## Course aims and objectives

Learners will have increased confidence in starting and shutting down a computer, using a mouse and keyboard, developing their knowledge of basic computer related terminology, create a word document. The course will enable learners to become confident in using computers for personal and job searching purposes.

## Progression – after this course what might you do next?

This is the initial step for those learners that want to be confident using a computer and can progress and develop IT skills through non accredited and accredited IT courses.

Digital confidence – Byte 2.

## Contact for further information

Northern Rights

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Telephone: 0191 466 1095





# Digital Confidence - Byte 2

## Course description

This computer course is ideal for anyone looking to improve skills in word processing using appropriate formatting to create a professional document.

## Entry requirements

Learners should have basic computer knowledge or completed Digital Confidence – Byte 1.

## Course level:

Non-accredited

## Number of sessions:

1 Day

## Course aims & objectives

Learners will be confident in completing electronic documents, making amendments and saving work securely on a digital device. Learners will also cover the importance of creating an up-to-date CV and how to make amendments.

## Progression – after this course what might you do next?

This is the initial step for those learners that want to be confident using a computer and can progress and develop IT skills through non accredited and accredited IT courses.

## Contact for further information

Northern Rights

Email: [accredited-courses@northernrights.org.uk](mailto:accredited-courses@northernrights.org.uk)

Telephone: 0191 466 1095

# Certificate in IT User Skills Level 1



## Course description

This course has been designed to give learners a solid introduction to a range of Digital Arts and Media practices at the same time as enhancing core ICT and employability skills.

## Entry requirements

No qualifications or experience needed. PC, Mac or laptop, mouse and internet access.

## Course level

Level 1

## Number of sessions

10 Sessions

## Course aims and objectives

There are variety of outcomes of this course linked directly and indirectly to job seekers gaining employment:

- Gaining a nationally recognised Level 1 Certificate in IT User Skills
- Improved ICT skills

Units include improving productivity using IT, how to use word processing software and how to use imaging software and design software.

## Progression – after this course what might you do next?

Progression opportunity to Level 2 available.

Gain employment in digital arts and media (Inc. photography, graphic design, digital marketing, social media).

Increase confidence enough to explore unrelated volunteering and employment opportunities.

## Contact for further information

Lisa Miller

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Telephone: 07886 753 797

# Certificate in IT User Skills Level 2



## Course description

Learners will expand on IT skills and ability. Learners will develop software skills in Photoshop and more mainstream word processing such as Microsoft Word as well as PDF form filling, surfing the internet, e-safety, copyright law, downloading content from the internet, and use IT to improve productivity. This course also introduces video editing using the software Premiere which can be useful in many areas including social media, website, blog posting for personal or employment use.

## Entry requirements

Completed level 1 course or have relevant experience

PC, Mac or laptop, mouse and internet access

## Course level

Level 2

## Number of sessions

10 Sessions

## Course aims and objectives

This course has been designed to develop learners' understanding and skills in a range of digital arts and media practices at the same time as further enhancing core ICT and employability skills.

Units taught:

- Improving Productivity Using IT (Level 2)
- Word Processing Software (Level 2)
- Imaging Software (Level 2)
- Video Software (Level 3)

## Progression – after this course what might you do next?

Learners can progress onto higher level related courses, such as those available at college or university.

Gain employment in digital arts and media (Inc. photography, graphic design, digital marketing, social media).

Increase confidence enough to explore unrelated volunteering and employment opportunities.

## Contact for further information

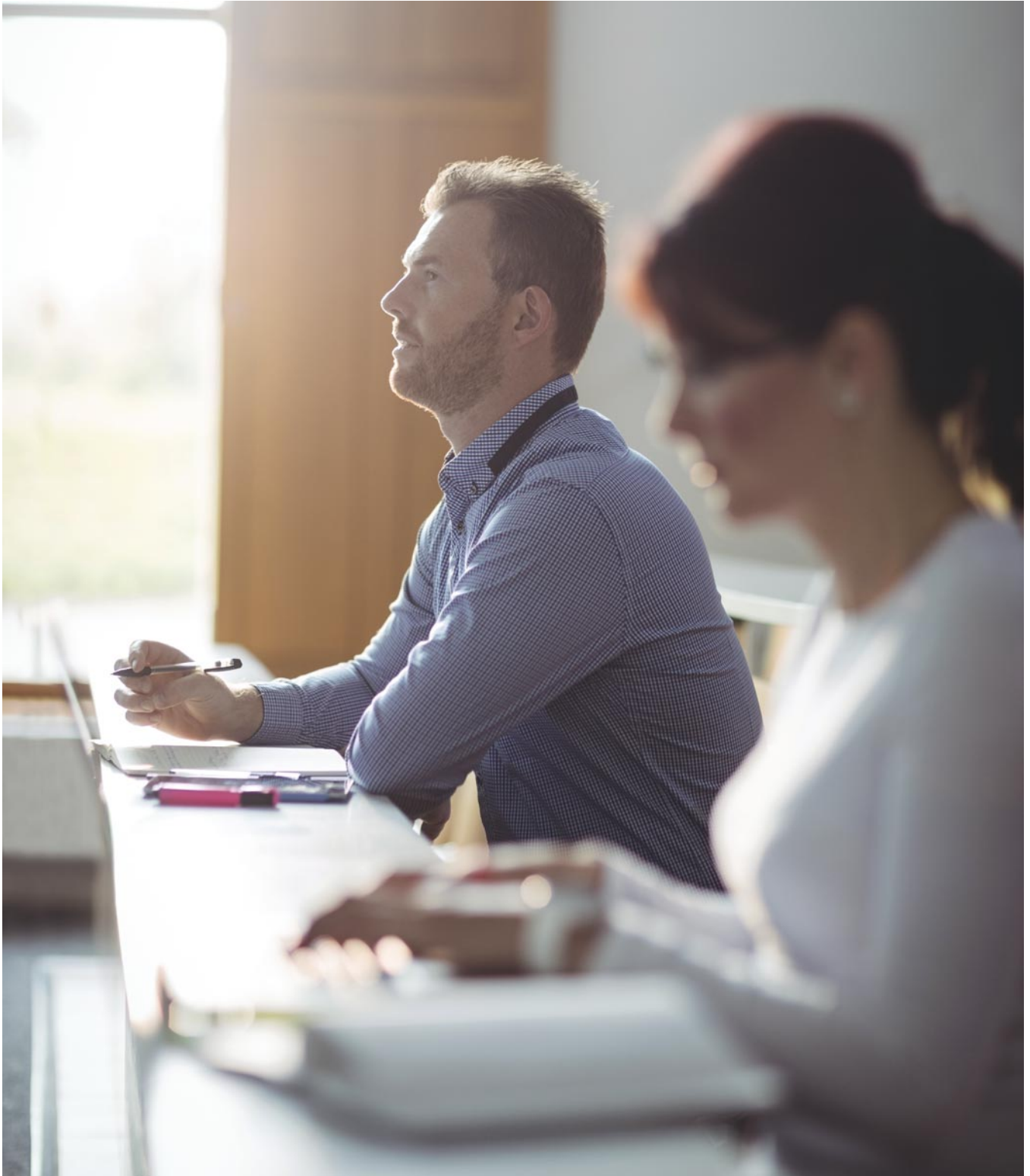
Lisa Miller

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# Learning for interest

Learning a creative subject can be enormously rewarding, relaxing and exciting. Our courses will give you the opportunity to explore and discover your potential and creative talent for your own personal development and wellbeing. This could possibly lead to employment, volunteering, further learning or starting your own business. You will also develop skills such as teamwork, English and maths and time management.



# Sewing Next Steps



## Course description

The main purpose of this course is to give learners a basic knowledge of garment construction following on from the knowledge/skills gained from the Sewing at Home courses. The course will include handouts for learners to build a mini portfolio.

This course may be offered online or face to face.

## Entry requirements

Knowledge of sewing/completed Sewing at Home Course.

Classroom session - all equipment and resources provided.

Online option learners will need - A standard sewing machine, iron, needles, pins, scissors, and threads. Access to the internet and Zoom application for online learning. A learner pack will be supplied with everything you require for the course.

## Course level

Beginner

## Number of sessions

6 full days (36 hrs in total)

## Course aims and objectives

This course will include general health and safety, machinery, fabric properties, texture and design, fabric prep, pattern cutting and lay planning. Learners will be shown a different skill/method each session. We will be looking at different types of seams, pocket styles, interfacing, buttonholes, how to prepare fabric, how to use and adapt a commercial pattern, lay planning and different techniques to always get a professional finish. There will be regular discussions surrounding health and safety in the classroom with regards to use of equipment.

Other skills include communication skills - use of Makaton, BSL (if appropriate), confidence building, critiques, individual work etc, leading to the promotion of better mental wellbeing.

## Progression – after this course what might you do next?

Information will be given on other courses available, volunteering opportunities, employment opportunities, including self-employment. Progress onto Sewing Intermediate course.

## Contact for further information

Michael Erskine

Email: michaeljerskine@aol.com

Telephone: 07565 339 617

# Sewing from Home Intermediate



## Course description

This intermediate course will support learners to develop their knowledge of garment construction. The course supports learners to develop and improve various sewing skills and techniques.

## Entry requirements

Basic knowledge/attended beginners' course.

Classroom session - all equipment and resources provided.

Online option learners will need - A standard sewing machine, iron, needles, pins, scissors, and threads. Access to the internet and Zoom application for online learning. A learner pack will be supplied with everything you require for the course.

## Course level

Intermediate

## Number of sessions

6 full days (36 hrs in total)

## Course aims and objectives

Course aims include general health and safety, machinery, fabric properties, texture and design, fabric prep, pattern cutting and lay planning. Learners will be shown a different skill/method each session. We will be looking at different types of seams, pocket styles, interfacing, buttonholes, how to prepare fabric, how to use and adapt a commercial pattern, lay planning and different techniques to always get a professional finish. There will be regular discussions surrounding health and safety in the classroom with regards to use of equipment.

Other skills include communication skills - use of Makaton, BSL (if appropriate), confidence building, critiques, individual work etc, leading to the promotion of better mental wellbeing.

## Progression – after this course what might you do next?

Information, advice, and guidance will be given on other courses available, volunteering opportunities, employment opportunities, including self-employment. Progress onto Sewing Advanced course.

## Contact for further information

Michael Erskine

Email: michaeljerskine@aol.com

Telephone: 07565 339 617

# Sewing from Home Advanced



## Course description

The main purpose of this course is to develop learners' knowledge of garment construction following on from the knowledge/skills gained from the Sewing Intermediate courses.

## Entry requirements

A good knowledge of sewing/completed Sewing courses at an intermediate level.

Classroom session all equipment and resources provided.

Online option learners will need - A standard sewing machine, iron, needles, pins, scissors, and threads. Access to the internet and Zoom application for online learning. A learner pack will be supplied with everything you require for the course.

## Course level

Advanced

## Number of sessions

6 full days (36 hrs in total)

## Course aims and objectives

The main purpose of this course is to give learners a basic knowledge of garment construction following on from the knowledge/skills gained from the Sewing from Home Intermediate Course. This will include general health and safety, machinery, fabric properties, texture and design, fabric prep, pattern cutting and lay planning. Learners will be shown a different skill/method each session. We will be looking at different types of seams, pocket styles, interfacing, buttonholes, how to prepare fabric, how to use and adapt a commercial pattern, lay planning and different techniques to always get a professional finish. There will be regular discussions surrounding health and safety in the classroom with regards to use of equipment and the importance of current guidelines surrounding the impact of Covid 19.

Other skills include communication skills - use of Makaton, BSL (if appropriate), confidence building, critiques, individual work etc, leading to the promotion of better mental wellbeing.

## Progression – after this course what might you do next?

Information, advice and guidance will be given on other courses available, volunteering opportunities, employment opportunities, including self-employment. Progress onto Sewing Professional Techniques.

## Contact for further information

Michael Erskine

Email: michaeljerskine@aol.com

Telephone: 07565 339 617

# Baking at Home Advanced



## Course description

The main purpose of this online course is to give students further knowledge of baking following on from the skills/knowledge gained from the Baking at Home Intermediate course.

## Entry requirements

Basic knowledge of baking/completed Baking at Home course.

Apron, access to a suitable kitchen/oven (with supervision if needed). Access to the internet and Zoom application for online learning.

## Course level

Advanced

## Number of sessions

6 full days (36 hrs in total)

## Course aims and objectives

Students will, each session, be given a recipe which will involve either a new ingredient or a new method of mixing/preparing. There will be a mix of sweet and savoury recipes, and recipes which allow the student to choose their preferred ingredients/flavour. There will be regular discussions surrounding food safety and hygiene (including allergy/intolerance guidance) and students having the opportunity to review their own practices and as well as their kitchen at home, allowing suggestions on how to improve this.

## Progression – after this course what might you do next?

Progress onto further courses including Baking at Home Professional Techniques.

## Contact for further information

Michael Erskine

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Telephone: 07565 339 617



# Baking at Home Professional Techniques



## Course description

The main purpose of this online course is to develop knowledge of baking and the associated factors which need to be considered, including food hygiene and safety, allergen advice, various ingredients and their uses, storage of ingredients etc.

## Entry requirements

Basic knowledge of baking/completed Baking at Home Advanced course.

Apron, access to a suitable kitchen/oven (with supervision if needed). Access to the internet and Zoom application for online learning.

## Course level

Advanced

## Number of sessions

6 full days (36 hrs in total)

## Course aims and objectives

Students will each session be given a recipe which will involve either a new ingredient or a new method of mixing/preparing. There will be a mix of sweet and savoury recipes, and recipes which allow the student to choose their preferred ingredients/flavour. There will be regular discussions surrounding food safety and hygiene (including allergy/intolerance guidance) and students having the opportunity to review their own practices and as well as their kitchen at home, allowing suggestions on how to improve this.

## Progression – after this course what might you do next?

Progress onto further courses.

## Contact for further information

Michael Erskine

Email: [michaeljerskine@aol.com](mailto:michaeljerskine@aol.com)

Telephone: 07565 339 617

# Environmental Textiles



## Course description

This course covers learning basic skills across a range of textile techniques both by hand and machine sewing. We will be giving much consideration to the environment, sustainability and identifying examples of good practice among textiles manufacturers. We will also include repair, how you can extend the life of your clothes and household linens. Patchwork and quilting, how to use your small pieces of fabric to make beautiful items.

## Entry requirements

Interest in textiles, sewing and environmental issues

Optional: bring own clothing or household items

## Course level

Entry

## Number of sessions

25 hours in total various sessions

## Course aims and objectives

The aims of the course are to provide you with the materials and skills to:

- Make a patchwork square
- Construct a 3D sewn patchwork bag with fastenings
- Sew applique to fabric using Bondaweb
- Create a reverse applique design on an item of clothing
- Hand/machine sew using a variety of stitches
- Create an envelope cushion
- Create a small clippy product
- Tie dye fabric with multiple colour and design
- Hand sew a repair to an item of clothing or household linen
- Create a traditional patchwork block and decorate with applique

## Progression – after this course what might you do next?

Upon completion of the course, you will be able to move onto more in-depth courses and subject specialisms.

## Contact for further information

Joy Dagless

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# Introduction to Healthy Eating and Food Banks

## Course description

To be able to use a food bank food parcel to make different dishes, to look at how food parcels could be improved, to look at different food preparation methods, follow health and safety within a kitchen environment.

## Entry requirements

None - suitable for all skills and levels

## Course level

Entry

## Number of sessions

1 day

## Course aims and objectives

To be able to use a food bank food parcel to make different dishes, to look at how food parcels could be improved, to look at different food preparation methods, follow health and safety within a kitchen environment, MasterChef session from the food parcel with time limits to make the course more interactive and fun.

## Progression – after this course what might you do next?

Skills for employment, training and personal development, Functional skills English, Functional Skills Maths, Other courses in the area. Volunteer opportunities, food hygiene and food safety qualifications.

## Contact for further information

This is a closed course for residents of Swan Lodge.

# Healthy Eating and Event Catering at Christmas

## Course description

This course focuses on using food parcels to create seasonal dishes and looks at health and safety within the kitchen environment.

## Entry requirements

None

## Course level

Entry

## Number of sessions

5 weeks

## Course aims and objectives

To be able to make healthy meals, be able to look at Christmas catering, be able to make gifts for Christmas from cooking, to look at how to utilise food parcels at Christmas, to look at different food preparation methods, follow health and safety within a kitchen environment, MasterChef session with time limits to make the course more interactive and fun.

## Progression – after this course what might you do next?

Skills for employment, training and personal development, Functional skills English, Functional Skills Maths, Other courses in the area. Volunteer opportunities, food hygiene and food safety qualifications.

## Contact for further information

This is a closed course for residents of Swan Lodge.



## Contact us:

Learning and Skills Service, Sunderland City Council  
Email [FACL.info@sunderland.gov.uk](mailto:FACL.info@sunderland.gov.uk)



Education & Skills  
Funding Agency



  
Sunderland  
City Council