

believe achieve progress

Employer training guide



Training solutions for your organisation

Welcome to the Northumberland College employer training guide.

Whatever your business sector, size or location we have training solutions to meet your needs and to help you develop a qualified, skilled, dedicated and productive workforce.

By investing in your employees with up-to-date skills required for your sector, you can improve performance and maximise profit.

We can provide employees at all levels with training and development to meet your business needs. We offer accredited courses from entry level to higher education in a range of study modes and subjects. We also offer a wide range of Apprenticeships and Advanced Apprenticeships covering a range of occupations.

We have sites throughout Northumberland in Ashington, Kirkley Hall in Ponteland, Berwick, Prudhoe and Alnwick and can also often provide training at your premises.

Browse through our employer training guide for detailed information on how we can help your business and the range of courses available.

If you would like more information or to make an appointment for us to visit you please contact our **Business Development Team** on **01670 841268** or email **training@northland.ac.uk**



Equality and diversity

Northumberland College promotes an inclusive environment in which all learners are valued and diversity is actively and visibly celebrated. Find out more at: northumberland.ac.uk/corpcom/equality_and_diversity

If you would like information provided in another format, such as large print, audio or Braille, or help with translation please contact us on 01670 841268 and we will do all we can to help.



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Focused on your business

Our dedicated Business Development Team is your first point of contact, and will support you throughout the training process.

Advice and support are essential when you're thinking about training. A member of the team will visit your premises to discuss your training needs, identify opportunities and advise on any sources of funding that may be available to help reduce costs and make your budget go further.

The Business Development Team is experienced in working with a wide range of businesses and their employees and have in-depth knowledge to help, guide and support your business with the right training choices.

Our team will work closely with you and your employees to assess and discuss training requirements, devise tailored solutions and deliver flexible training.

They will support you through the training process and ensure everything runs smoothly, minimising the impact on your working patterns.

Our team are dedicated to employers meaning you will have one point of contact for all enquiries.

To speak to our **Business Development Team**, call our dedicated employer line on **01670 841268** or email **training@northland.ac.uk**

Our mission:

“To be an exceptional college serving the educational and training needs of the people and businesses of Northumberland and beyond.”



Apprenticeships

...good for your business'

What are Apprenticeships?

Apprenticeships are work-based training programmes that are specifically designed around employers. They combine practical experience with theoretical knowledge, helping your staff learn all the skills of the job and gain nationally recognised qualifications. They consist of a vocational qualification, technical certificate and key skills and are built around national frameworks developed by Sector Skills Councils (SSCs) for each occupational sector.

Who are they for?

Apprenticeships are available for anyone aged over 16 years, from school leavers to experienced workers. For those just leaving school it is a great opportunity for them to work alongside your experienced staff, whilst gaining the relevant qualifications. For existing members of staff, Apprenticeships offer a chance to gain nationally recognised qualifications at work.

Benefits for your business!

Apprenticeships can benefit an organisation in many ways by providing a motivated, skilled and loyal workforce. They help to improve your business' productivity enabling you to become more competitive.

What are the costs?

If your apprentice is under 19, the training in the Apprenticeship is free* to your business. If your apprentice is over 19, there may be a fee to be paid.

Depending on the age and experience of your apprentice they will be paid a minimum of £2.50 per hour (£95 per 38 hour week); this will include their hours at college. As skills develop employers may wish to increase wages. In the construction industry training grants may be available to help with costs towards training.

* Correct at time of going to press, conditions apply

Fill your skills gaps

Apprenticeships ensure that your workforce have the practical skills and qualifications your organisation needs now and in the future.

The mixture of on and off the job learning ensures they learn the skills that work best for your business and ensure they have up-to-date industry training.

Supporting you and your apprentices

You may be looking to recruit an apprentice to your organisation or have an existing employee who you feel would benefit from the structured training programme and qualifications an Apprenticeship offers.

What is on offer?

We offer Apprenticeships and Advanced Apprenticeships in a wide range of business areas, including several construction trades, engineering, IT, business administration and some more unusual areas such as horticulture and equine. See our course section at the back of this guide for a full list of what is on offer. We are also hoping to offer the new Higher Apprenticeships from September 2011. These combine a Level 4 work-based qualification such as an NVQ alongside a knowledge-based qualification such as a Foundation Degree.

Our dedicated Business Development Team will give you advice, guidance and support now and throughout your employee's training. They will be there to deal with any queries you have and give regular feedback and progress reports on your employee.

Northumberland College can:

- Give information and advice on wide choice of apprenticeships
- Design and develop bespoke Apprenticeship programmes to suit your workforce requirements
- Deliver flexible programme start dates throughout the year
- Offer flexible training methods such as online training and assessment
- Give you access to your employee's online portfolios, reviews and progress reports
- Provide classroom learning from subject specialists complimenting workplace training
- Offer training and assessment on employer premises
- Recommend potential apprentices from our pool of current skilled learners
- Help with shortlisting and interviewing of candidates.

Want to find out more?

Our dedicated Business Development Team is here to answer any queries you may have. Call **01670 841268** or email **training@northland.ac.uk**



Aluminium giant find their apprentices stay for good

Northumberland College have been working in partnership with aluminium giant, Rio Tinto Alcan for over 35 years.

They believe investment in apprenticeships results in great benefits for the company with loyal, highly trained and happy employees.

The smelter and power facility, based in Lynemouth, Northumberland are training their apprentices in areas including mechanical and electronic engineering, welding and fabrication and motor engineering in conjunction with the College.

During a three year programme, run by a combination of college attendance and on-site training, the apprentices cover the theory behind the engineering skills as well as gaining on the job training.

John Priest, Electrical Maintenance Engineer at the Lynemouth site, who also works as the Apprentice Mentor said:

“Northumberland College has always provided an excellent service to our company. The college personnel are very helpful; they always listen to our requirements and new ideas and are willing to adapt their training packages to suit our specific needs.

“ Their valuable support enables us to provide the best possible start for our apprentices’ careers by teaching them a wide range of key skills.

“ Our apprentices are highly motivated individuals who are very loyal to the company, bring a fresh outlook to the role and often go on to develop within our organisation. Myself, and several of our national and international managers began our careers as apprentices and we consider them to be a vital education route way.

“ I would recommend local employers to consider how an apprentice could benefit their business in the future.”



□□
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Training solutions to suit you

Bespoke training

We understand employers need a bit of flexibility when it comes to training. We can arrange tailored training programmes to meet your individual needs at a time and place to suit you. We will work with you to conduct a training needs analysis and identify a training package designed for your business.

Specialised courses

We offer a range of industry specific accredited courses to enhance the skills of your employees. These are courses which are highly recognised and are often requirements in their sector area.

This can range from health and safety, food safety, electrical, gas and welding certificates and fork lift truck operating to name a few.

Please see our full course listings at the back of this guide.

Higher education

Our wide range of higher education courses can help your employees develop their knowledge and skills bringing a wealth of new expertise to your business.

We offer a range of Foundation Degrees, HNDs and HNCs on a part time basis making them accessible to you and your employees. See our website for the full range of Higher Education courses we offer.



Flexible training

"We approached Northumberland College to deliver a food safety awareness course tailored specifically to our plant. The course tutor visited the site and developed a bespoke presentation which she then delivered.

"The training took place at our own premises and covered many aspects of food safety from pest control to the consequences of poor hygiene standards.

"The course was delivered in a friendly manner and the information provided has been of great benefit to all that attended and certainly helped Simpsons Malt achieve the high standards of product safety demanded by our customers."

**Mark Mitchell, Site Manager of Tweed Valley Maltings,
The Simpsons Malt Ltd malting plant in Berwick-upon-Tweed.**

"Northumberland College have supported General Mills Berwick in delivering a comprehensive programme of training for its employees including Manual Handling and Foundation Food Safety during 2010. They are flexible in their approach to training and proactive in their communication, and have liaised and co-ordinated effectively with our organization to ensure maximum impact and benefit from their involvement. I look forward to continuing to work with Northumberland College in the future."

**Chris Nitsche, Training & Recruitment Manager,
General Mills Berwick Ltd.**



Training courses

Accounting

- Apprenticeships in Accounting

Business and Management

- NVQ 2 in Team Leading
- NVQ 3 in Management
- NVQ 4 in Management
- NVQ 5 in Management
- Award in Assessing Candidates (A1)
- Award in Conducting Internal Quality Assurance (V1)
- Professional Trainer Certificate
- Apprenticeships in Team Leading

Business and Administration

- Apprenticeships in Business and Administration

Customer Service and Retail

- Certificate in Customer Service Knowledge
- Certificate in Retail Skills

Apprenticeships in:

- Customer Service
- Retail Skills

Construction

- Abrasive Wheels
- Ladder / Platform Safety Awareness
- Manual Handling
- Plant Operations
- Provision and Use of Work Equipment
- Signing for Safety
- Streetworks (NRASWA)
- Safe Use of Ladders

Apprenticeships in:

- Ceiling Fixing
- Construction and Civil Engineering
- Dry Lining
- Floor Covering
- Kitchen Fitting
- Painting and Decorating
- Plastering
- Trowel Occupations
- Wall and Floor Tiling
- Wood Occupations



Construction OSAT Courses

On Site Assessment and Training (OSAT) is for those working in the construction industry who want to gain a qualification whilst working on site.

This is an assessment of existing skills, experience and competence in your chosen trade in order to gain the qualification. The course may be completed in a minimum of 12 weeks or maximum of one year, depending on the candidate.

- NVQ 2 in Carry and Deliver Goods
- NVQ 2 in Cleaning and Support Services
 - Caretaking
- NVQ 2 in Construction and Civil Engineering Services
- NVQ 2 in Construction Operations (Modular Paving, Concreting and Drainage routes)
- NVQ 2 in Driving Goods Vehicles
- NVQ 2 in Fitted Interiors
- NVQ 2 in Highways Maintenance (Flexible Pavement Construction)
- NVQ 2 in Interior Systems (Ceiling Fixing, Dryline Fixing and Dryline Finishing routes)
- NVQ 2 in Painting and Decorating

- NVQ 2 in Plant Operations
- NVQ 2 in Public Utilities
- NVQ 2 in Road Building
- NVQ 2 and 3 in Floor Covering
- NVQ 2 and 3 in Plastering
- NVQ 2 and 3 in Trowel Occupations
- NVQ 2 and 3 in Wall and Floor Tiling
- NVQ 2 and 3 in Wood Occupations
- NVQ 3 in Heritage - Stone Masonry
- NVQ 3 in Occupational Work Supervision
- NVQ 4 in Construction Site Management

EWPAR Courses

The Experienced Worker Practical Assessment Route (EWPAR) is for those with at least five years' experience in the construction industry but do not possess a qualification. It offers a rapid way to gain accreditation for existing skills.

The courses can be completed over one weekend; however it takes 12 weeks to certification.

- NVQ 2 in Bricklaying
- NVQ 2 in Painting and Decorating
- NVQ 2 in Plant Operations



Training courses

Engineering and Engineering Building Services

- ASME 1X Welding Course
- British Standard 4872 Welding Course
- Certificate in Mobile Air Conditioning Systems (5101-301)
- Certificate for the Inspection and Testing of Electrical Equipment (C&G 2377 PAT Testing)
- Certificate in Requirements for Electrical Installations 17th Edition (Full)
- Central Heating and Water Heaters (CENWAT)
- Combustion Performance Analysers (CPA 1)
- Core Domestic Gas Safety (CNN 1 + 4)
- Domestic Un-Vented Hot Water Certificate (HWSS)
- Fundamentals of PLCs for Industry
- Gas Cookers (CKR1)
- Gas Fires and Heaters (HTR1)
- Level 2 Award F-Gas ODS Regulation: Category 1 (CG 2079-11)
- Level 2 Award F-Gas ODS Regulation: Category 4 (CG 2079-14)
- Water Regulations

Apprenticeships in Engineering:

- Air Conditioning and Refrigeration
- Electrical Installation
- Electrical Engineering
- Fabrication and Welding
- Maintenance
- Mechanical
- Multi Skills
- Plumbing
- Technical Support
- Vehicle Maintenance (Light and Heavy Vehicle)

Early Years

- Apprenticeships in Children's Care, Learning and Development



Hairdressing and Beauty Therapy

Hairdressing and Barbering

- NVQ 2 in Barbering
- NVQ 3 in Barbering
- Apprenticeships in Hairdressing and Barbering

Beauty Therapy and Holistic Therapies

- Reflexology
- Head Massage
- Body Massage
- NVQ 2 in Nail Services
- Award in Nail Technology Level 2
- Diploma in Nail Services Level 3
- Apprenticeships in Beauty Therapy

Health and Social Care

- Apprenticeships in Health and Social Care
- Award in Dementia Awareness
- Award in Infection Control
- Award in Mental Health Awareness
- Award in Safe Handling of Medicines

Hospitality and Catering

- Award in Food Safety in Catering Level 2
- Award in Healthier Food and Special Diets Level 2
- Award in Supervising Food Safety Level 3
- Award in Supervising Food Safety Level 4
- Apprenticeships in Hospitality and Catering

Travel and Tourism

- Apprenticeships in Travel Services

Information Technology

- CISCO CCNA Discovery 1&2
 - CISCO CCNA Discovery 3&4
 - HNC in Computing
 - Network Security
 - Web Design
 - Windows Server 2008 Active Directory Configuration (70-640)
 - Windows Server 2008 Network Infrastructure Configuration (70-642)
- Apprenticeships in
- IT and Telecoms Professional
 - IT User

Sport

- Apprenticeships in Active Leisure and Learning
- Pathways include:
- Level 2 in Activity Leadership
 - Level 2 in Leisure Centre Operations
 - Level 2 in Fitness Instructing
 - Level 3 in Outdoor Programmes

Health and Safety First Aid

- Award in Risk Assessment
- Award in Health and Safety Level 2
- Award in Health and Safety in the Workplace Level 3
- Safe Use of Ladders
- First Aid at Work
- First Aid at Work Refresher
- HSE Emergency First Aid at Work
- Hazard Analysis Critical Control Point (HACCP)



Training courses

Land Based Industries

Agriculture

- Apprenticeships in Agriculture
- Certificate of Competence in All Terrain Vehicle (ATV) Handling
- Certificate of Competence in Fork Lift Truck Operations
- Certificate of Competence in Safe Use of Sheep Dips
- Certificate of Competence in Tractor Driving
- PA2 Ground Crop Sprayer - Mounted or Trailed

Arboriculture

- Apprenticeships in Arboriculture
- Certificate of Competence in Brushcutting Operations
- Certificate of Competence in Chainsaw and Related Operations (CS30 AND CS31)
- Certificate of Competence in Manually Fed Wood Chippers
- Certificate of Competence in Stump Grinding
- CS30 Chainsaw Maintenance and Crosscutting
- CS31 Felling Small Trees
- CS32 Felling Medium Trees

- CS33 Felling Large Trees
- CS34 Process Individual Windblown Trees
- CS38 Climb Trees and Perform Aerial Rescue
- CS39 Use of a Chainsaw from a Rope and Harness
- CS40 Carry out Pruning Operations
- CS41 Carry out Dismantling Operations

Countryside and Environment

- Certificate in Safe Use of Hedge Trimmers
- Certificate of Competence in Safe Use of Mowers
- Environmental Awareness

Horticulture

- Apprenticeships in Horticulture
- PA1 Found Module of Safe Use of Pesticide
- PA6 Hand Held Applicators

Equine

- Apprenticeships in Equine

Animal Care

- Apprenticeships in Animal Care

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**Northumberland
College**

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tel - 01670 841268
email - training@northland.ac.uk
visit - northumberland.ac.uk

Ashington campus

College Road, Ashington, Northumberland,
NE63 9RG

Tel 01670 841200

Kirkley Hall campus

Ponteland, Northumberland, NE20 0AQ

Tel 01670 841200

Berwick centre

Adams Drive, Spittal, Berwick-upon-Tweed,
TD15 2JF

Tel 01289 302446

Prudhoe construction centre

Low Prudhoe, Prudhoe, NE42 6NP

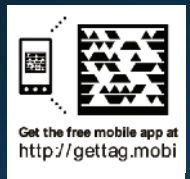
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Whilst we have made every effort to ensure the information contained in this course guide was correct at the time of going to print, courses and details may be subject to change. You can find our most up-to-date course information at northumberland.ac.uk or by calling us on 01670 841268