

#TRANSFORMINGLIVES



**HARTLEPOOL COLLEGE OF FURTHER EDUCATION
ADULT & APPRENTICESHIP OFFER**





Welcome

Welcome to Hartlepool College of Further Education – an anchor institution within the town that has been transforming lives since 1849. First of all, thank you for considering Hartlepool College of Further Education as a place for you to study, learn and grow.

The mission of the College is a simple one: Excellence in Further and Higher Education to Transform Students' Lives and we aim to be one of the leading colleges in the Tees Valley, East Durham and beyond for the provision of high-quality professional and technical education.

The information in this prospectus will give you a clear picture of WHAT we do and HOW we do it, but for me, it's also important to highlight WHY we do what we do.

In essence, we do what we do to ensure that every learner who comes to the College is equipped with the right skills, qualifications, attitude and confidence to exploit the opportunities that will exist upon leaving the College.

As a former student at the College in the early 2000s I can honestly say that the exceptional staff and world class facilities transformed my life, so I'm incredibly proud to be a member of staff at the College and hoping to improve it so it is an even better College for future generations to enjoy and flourish in.

So, whether you want to progress onto university or into the world of work, we want to ensure that the College helps to transform your life.

Gary Riches

Vice Principal – External Relations

Meet The Team



Gary Riches

Vice Principal - External Relations



Alison Hill

Head of
Adult Education



John Cartwright

Head of Business
Growth & Skills



Chris King

Head of Apprenticeships



Sam-Amy Hall

Customer Relations Officer



Benefits of studying at HCFE

Here at Hartlepool College, we have a long running history of working with employers, delivering courses to current employees or assisting with recruitment. All training is accredited and delivered by industry experts with many years of teaching experience. See some of the companies and awarding bodies we work with:



North Tees and Hartlepool
NHS Foundation Trust





TMD Friction

Liberty Pipes Hartlepool

Specialist Delivery

TMD Friction, a Hartlepool based global leader with over 135 years' experience in brake friction technology, including passenger & racing cars, commercial vehicles and industrial applications, drive excellence through effective, reliable and safe braking solutions.

The company were seeking a locally based provider who could meet their key objectives of increasing skills to aid productivity, increase motivation within the workforce, provide progression of qualifications for staff members and reduce costs of commercial training

Having identified a specific key learning and development need, TMD called upon Hartlepool College of Further Education to develop a bespoke training programme in pneumatics, hydraulics and Totally Integrated Automation (TIA) for the company's fitters. The 5 day course was delivered at the college by highly experienced teaching personnel and comprised of 9 core modules across the 3 key areas.

"The programme was incredibly important for TMD as this is a skillset and knowledge base which we are starting to lose due to retirement and we rely heavily on contractor support for hydraulic work. This training has allowed the next generation of maintenance technicians to start to build up this knowledge and become the experts for TMD in the future. The programme was excellent, all attendees were very complimentary of the content and delivery of the course."

Martin Haswell, Learning & Development HR Business Partner at TMD Friction.

Mark Elliott, Head of Advanced Manufacturing Engineering at the College, confirms: *"This shows we are responsive to the needs of business, and can maximise the expertise we have within the College. We were delighted to work closely with TMD Friction to develop this specialist programme and support their key training and development needs."*

Liberty Pipes Hartlepool, a subsidiary of the Liberty Steel Group, identified a need to introduce a staff development programme to support the company's future aspiring team leaders.

Traditionally individuals are promoted from the shop floor into new roles without the support of a formal development structure and the company reached out to Hartlepool college to develop a tailored solution to meet their specific skills gaps.

An initial cohort completed a bespoke leadership and management programme at Level 3, delivered at the college one day a week for six-weeks, and developed key skills in communication styles & problem-solving techniques, as-well as gaining experience in assignment writing.

Andy Williams, Liberty Pipes' works manager congratulated the successful candidates, who were chosen after a selection process carried out by Liberty, and thanked them for their determination as well as looking ahead to seeing them develop in their future careers, and said:

"The College has worked collaboratively with Liberty Pipes Hartlepool to create a leadership programme to develop the next generation of team members, equipping them with the tools and techniques, and exposing the selected candidates to a wide range of business disciplines that are particularly critical to our customer requirements."

The College's lecturer in Business and Management, Jo Pardue, said: *"The development of the programme means we can deliver courses to meet industry needs by using specific units & include input from the employer. The team members can now take aspects of the course on to the shop floor, were engaged, enthusiastic and showed leadership qualities throughout the programme"*.

Liberty Pipes are now working through a selection process for the next cohort to attend Hartlepool College for this bespoke leadership and management programme.



Funding

Adult Skills Fund ** ASF

Level 1 & Level 2

Many individuals are entitled to the training listed at Level 1 and 2 completely free. The criteria we use for determining an individual's entitlement to free courses is:

- In receipt of out of work benefits including Job Seekers Allowance, Employment Support Allowance and Universal Credit.
- Employed/self-employed with an annual gross salary less than (£33,210 (for Tees Valley residents) or £25,000 (for non-Tees Valley residents)

Free Courses for Jobs ** FCJ

For our Level 3 provision, individuals may be entitled to free funding through the 'Free Courses for Jobs' initiative. This is part of the support available from the government to help you gain the skills you need to get the job you want - whatever your stage of life.

Eligibility criteria includes:

- are 19 or over and do not already have a level 3 qualification
- already have a level 3 qualification or higher but earn below the National Living Wage annually
- already have a level 3 qualification or higher but are unemployed.

Advanced Learner Loan ** ALL

If the above does not apply to you, there is the option of taking an advanced learner Loan to cover your fees. More information can be found here: [Advanced Learner Loan: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/advanced-learner-loan)

Commercial C

Commercial courses do not qualify for any of the above funding options. Prices also incur VAT charges. Commercial delivery costs include any registration and certification fees, use of resources/equipment, refreshments, lunch and free parking. Bespoke costs are provided for commercially funded training programmes on enquiry. For more information on funding for any of our programs please do not hesitate to contact the team to discuss this on a one-to-one basis.

**** Learners funding through these routes may be entitled to Student Support funds to assist with the costs of attending and studying at College.**

For further information and to apply contact us on **01429 295111** or email **bursaryadmin@hartlepoolfe.ac.uk** to talk to the College Student Support team.

Adult Course Offer

Engineering and Manufacturing

Qualification	Funding
C&G L2 NVQ Diploma In Rail Engineering Track Maintenance (6 Weeks)	ASF
EAL L3 Diploma In Engineering Technology - Rail Engineering Pathway (15 Weeks Online)	FCJ ALL
EAL Level 2 Diploma In Manufacturing	ASF
HABC L2 Certificate In Lean Organisation Management Techniques	ASF
Personal Track Safety & Track Induction Competencies	ASF
Small Tools Training	ASF
Level 3 Mechanical & Electrical Engineering (1 or 2 Year)	ALL

Welding

Qualification	Funding
BESA Weld Testing (Oxy Acetylene, Metal Arc, TIG/TAG)	C
Coded Welding (ASME IX, BSEN ISO 9606, BS4872)	C
INTRODUCTION TO WELDING – PRACTICAL TRAINING (5 days)	ASF
C&G L1 AWARD IN INTRODUCTORY (TIG, MMA, MIG)	ASF
C&G L2 AWARD (TIG, MMA, MIG)	ASF

Warehousing & Forklift

Qualification	Funding
NCFE Level 2 Certificate In The Principles Of Warehousing & Storage (4 days)	ASF
C&G Level 2 Award In Forklift Truck Operations - Counterbalance (4 days)	ASF C
Forklift Counterbalance - Refresher Training	C

Construction

Qualification	Funding
Gateway to Construction (6 weeks)	ASF
C&G Level 2 Award In Entrant And Entry Controller For Confined Spaces	ASF
C&G Level 1 Diploma In Bricklaying	ASF
C&G Level 2 Diploma In Bricklaying	ASF

Key

ASF Adult Skills Fund
 ALL Advanced Learner Loan
 C Commercial Course
 FCJ Free Course for Jobs

Adult Course Offer

BPEC

Qualification

Funding

BPEC Water Regulations (initial and refresher)

C

BPEC Unvented Domestic Hot Water Storage Systems (initial and refresher)

C

BPEC CCN1 & Specialist Subjects (REFRESHER only)

C

Heat Pump Installers Course

C

Electrical

Qualification

Funding

C&G 2382-22 18th Edition Of The IEE Wiring Regulations (4 Days)

C

C&G L3 Award In Initial & Periodic Inspection & Testing Of Electrical Installations (12 Weeks)

C

Health and Safety

Qualification

Funding

IOSH Working (1 day)

C

IOSH Managing (3 days)

C

NCFE L1 Award In Health & Safety Awareness (1 Day)

ASF

First Aid

Qualification

Funding

Emergency First Aid at Work (1 day)

C

First Aid at Work (3 days)

C

First Aid at Work – Refresher (2 days)

C

First Aid for Schools and Colleges (2 days)

C

Paediatric First Aid (2 days)

C

Access to Higher Education

Qualification

Funding

Access To HE Diploma (Health Science Professions)

ASF FCJ ALL

Access To HE Diploma (Humanities & Social Sciences)

ASF FCJ ALL

Key

ASF Adult Skills Fund ALL Advanced Learner Loan C Commerical Course FCJ Free Course for Jobs

Adult Course Offer

Business, Leadership & Management

Qualification	Funding
ILM L3 Diploma In Leadership & Management	ASF ALL C
ILM L5 Diploma In Leadership & Management	C
NOCN L1 Certificate In Vocational Studies - Business & Admin (5 x days)	ASF
AAT L2 Certificate In Accounting	ASF
AAT L3 Diploma In Accounting	ASF FCJ ALL
Project Management Programme	ASF C
Bespoke Microsoft Training - Excel or Word (1 day)	ASF C

Creative Industries

Qualification	Funding
Level 4 UAL Professional Diploma In Creative Enterprise	ASF ALL

Hair & Beauty

Qualification	Funding
NEW DIRECTIONS - VTCT Level 2 Diploma In Womens Hairdressing	ASF
NEW DIRECTIONS - VTCT Level 3 Diploma In Womens Hairdressing	ASF FCJ ALL
NEW DIRECTIONS - VTCT Level 2 Certificate In Beauty Specialist Techniques	ASF
Level 2 VTCT Certificate In Nail Technology	ASF
NEW DIRECTIONS VTCT NVQ Level 3 Diploma In Beauty Therapy/Massage	ALL

Maths, English

Qualification	Funding
ASCENTIS L1 AWARD IN ESOL SKILLS FOR LIFE (SPEAKING & LISTENING)	
ASCENTIS L2 AWARD IN ESOL SKILLS FOR LIFE (SPEAKING & LISTENING)	
GCSE Mathematics	FREE
GCSE English	FREE

Key

ASF Adult Skills Fund ALL Advanced Learner Loan C Commerical Course FCJ Free Course for Jobs

Adult Course Offer

Health & Education

Qualification	Funding
C&G Level 3 Award In Education & Training	ASF FCJ C
PEARSON Level 3 Certificate In Assessing Vocational Achievement	ASF FCJ C ALL
C&G Level 4 Certificate In Leading The IQA of Ass Processes & Practice	C
CACHE Level 2 Certificate In Supporting Teaching & Learning In Schools	ASF
CACHE Level 3 Diploma In Support For Teaching & Learning In Schools	ASF ALL
CACHE Level 2 Certificate In Counselling Skills	ASF
CACHE Level 3 Diploma In Counselling Skills Day	ALL ASF
CACHE Level 2 Diploma For The Early Years Practitioner	ASF
Level 3 Diploma For The Early Years Practitioner (Early Years Educator)	FCJ ALL

Hospitality & Catering

Qualification	Funding
C&G Level 2 Diploma In Culinary Skills	ASF
C&G Level 3 Diploma In Advanced Professional Cookery (Kitchen And Larder)	ASF FCJ ALL

Sports & Fitness

Qualification	Funding
NCFE Level 2 Certificate In Gym Instructing	ASF
ACTIVEIQ Level 3 Diploma In Sports Massage Therapy	ASF FCJ ALL
ACTIVEIQ Level 3 Diploma In Exercise Referral	ASF FCJ ALL
NCFE Level 3 Diploma In Personal Training	ASF FCJ ALL
NCFE Level 3 Diploma In Gym Instructing & Personal Training	ASF FCJ ALL

Travel & Tourism

Qualification	Funding
NCFE Certificate For Airline Cabin Crew	ASF
Level 2 NCFE Certificate In Aviation Operations On The Ground (Knowledge)	ASF

Key

ASF Adult Skills Fund ALL Advanced Learner Loan C Commerical Course FCJ Free Course for Jobs



Higher Education at Hartlepool College

Studying for a degree doesn't have to mean going to university. Hartlepool College has an offer that can really enhance your career. Research shows HE graduates can earn more over the course of their lifetime than people without formal university qualifications. We deliver a variety of HNC/HND, Foundation Degree and Degree programmes, in partnership with Teesside University, designed in collaboration with employers to ensure quality and relevance to the industry.

Many of our Higher Education courses have options to progress to a full honours degree. Enjoy the best teaching, learning and resources in our industry-standard, town centre campus. Courses are delivered on both a part-time and full-time basis, to fit in with your work and life commitments. Achieve your personal, career and academic ambitions at Hartlepool College – Higher Education in Hartlepool.

Overall **95%** of HE Students are satisfied with the quality of the course, compared to the national average of **85%**.
Source: **National Student Survey 2024**.



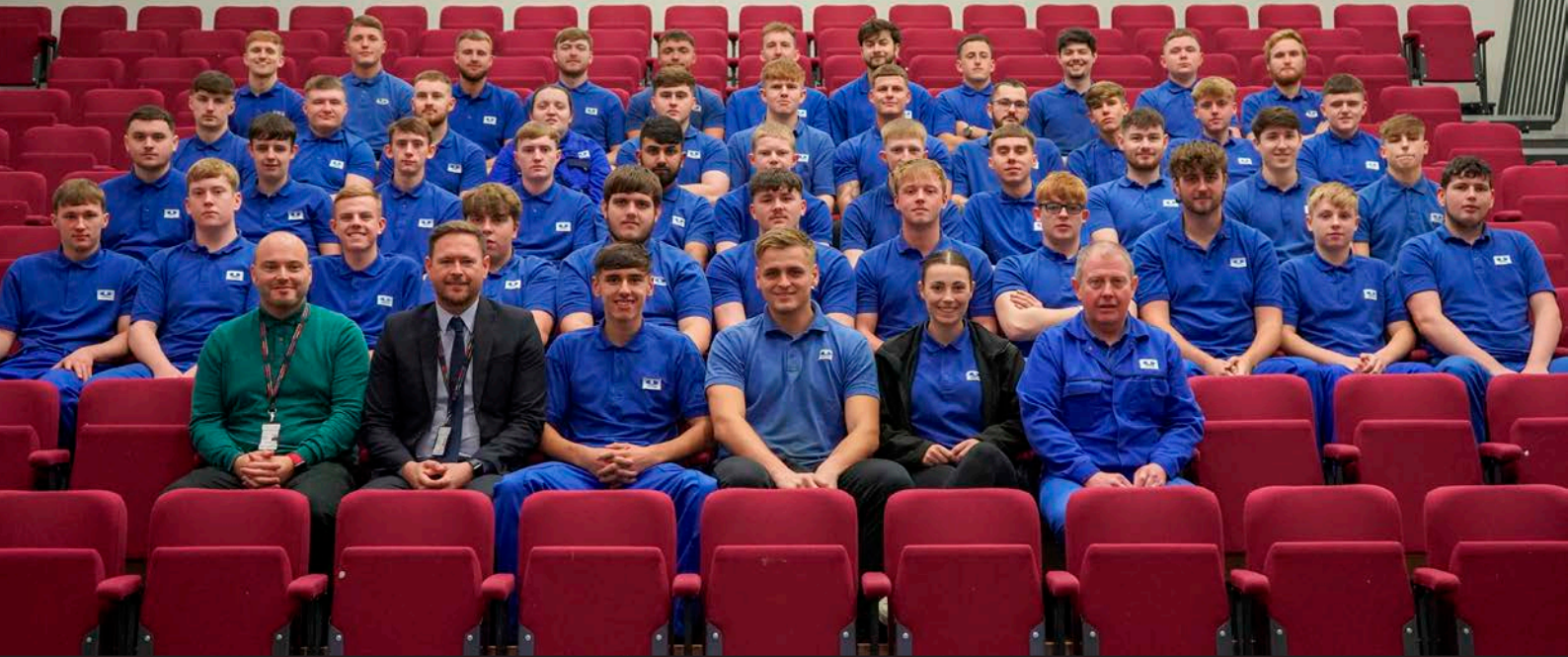
Teesside University
College Partnership

Higher Education Course Offer

Higher Education	
Qualification	Funding
HNC Construction Management	SLC
HNC Building Services Engineering	SLC
B/Eng Building Services Engineering	SLC
HNC Aeronautical Engineering	SLC
HNC Chemical Engineering	SLC
HNC Electrical & Electronic Engineering	SLC
HNC Fabrication & Welding	SLC
HNC Instrumentation & Control	SLC
HNC Manufacturing Engineering	SLC
HNC Mechanical Engineering	SLC
HNC Mechatronics	SLC
L4 Diploma in Creative Enterprise	SLC
Certificate In Education - Education & Training (Cert Ed)	SLC
Foundation Degree Supporting Teaching & Learning	SLC
Foundation Degree Sport Coaching & Exercise	SLC
Foundation Degree Public Services	SLC
Foundation Degree in Culinary Arts	SLC
Foundation Degree in Salon Management (Hairdressing)	SLC
Foundation Degree in Salon Management (Aesthetic Beauty Therapy)	SLC
Foundation Degree Aviation, Travel & Tourism	SLC
Foundation Degree (Arts) in Counselling	SLC
B/Eng (Hons) Aerospace Engineer	SLC
BA (Hons) Education	

Key

 Adult Skills Fund
  Advanced Learner Loan
  Free Course for Jobs
  Student Loans Company



Apprenticeships at Hartlepool College

We are delighted that you are considering studying an apprenticeship programme with us at Hartlepool College.

With over 1100 apprentices and working with over 400 employers, there is good reason Hartlepool College is the only College in the North of England graded **outstanding** by Ofsted for its apprenticeship provision.

- **Expert apprenticeship provider**
- **Matrix accreditation**
- **Ofsted OUTSTANDING for apprenticeships**

These pages will provide you with a range of information about apprenticeships available at our College, to help you make an informed decision on your next steps.

What is an Apprenticeship?

An apprenticeship is a job with training, meaning you'll be employed by a company and work for them but you'll attend College to gain the knowledge and skills you need. Attendance at College differs by apprenticeship, some attend once per week, others on block release and some on long programmes spend the whole of the first year at College.

What are the benefits of apprenticeships?

- work alongside experienced staff;
- gain a nationally recognised qualification;
- earn a wage and get holiday pay;
- train in the skills employers want;
- increase your future earning potential. Apprentices enjoy marked salary increases when they complete their training, and those completing a higher apprenticeship could see increased earnings over their lifetime;
- learn at a pace suited to the individual with the support of a mentor.





Our Apprenticeship Offer

We offer over 50 apprenticeship standards here at the College from a range of sectors including Construction and the Built Environment, Health and Care, Professional Services and Engineering.

Level	Apprenticeship
3	Senior Healthcare Support Worker
3	Early Years Educator
3	Teaching Assistant
3	Lead Adult Careworker

Level	Apprenticeship
2	Bricklayer
2	Carpentry & Joinery
2	Groundworker
2	Painter & Decorator
2	Property Maintenance Operative
3	Installation Electrician/Maintenance Electrician
3	Plumbing & Domestic Heating Technician
3	Building Services Engineering Craftsperson
3	Surveying Technician
3	Civil Engineering Technician
3	Craft Carpentry & Joinery
3	Building Services Engineering Technician
3	Construction Support Technician
3	Digital Engineering Technician
3	Building Services Engineering Service & Maintenance Engineer
4	Construction Quantity Surveying Technician
4	Building Services Engineering Senior Technician
4	Construction Site Supervisor
4	Construction Design & Build Technician

Level	Apprenticeship
2	General Welder
3	Plate Welder
3	Pipe Welder
3	Metal Fabricator
3	Maintenance & Operations Engineering Technician
3	Science Manufacturing Technician
3	Engineering Technician PW10 - Mechatronics
3	Engineering Technician PW12 - Toolmaker & Tool & Die
3	Engineering Technician PW13 - Technical Support
3	Engineering Technician PW11 - Product Design
3	Safety, Health & Environment Technician
3	Laboratory Technician
3	Engineering Technician PW3 Aircraft Maintenance
3	Engineering Fitter
3	Heavy Vehicle Service & Maintenance Technician
3	Motor Vehicle Service & Maintenance Technician (Light Vehicle)
4	Engineering Manufacturing Technician

Level	Apprenticeship
2	Hair Professional (Barbering & Hairdressing)
2	Beauty Therapist
2	Production Chef
3	Advanced Beauty Therapist
3	Advanced & Creative Hair Professional
4	Sports Coach

Level	Apprenticeship
2	Customer Service Practitioner
2	Accounts or Finance Assistant
3	Business Administrator
3	Team Leader or Supervisor
3	IT Solutions Technician
3	Assistant Accountant
3	Customer Service Specialist
5	Operations Departmental Manager



How Apprenticeships compare to full-time course, entry requirements and how to apply

Once you have completed your GCSEs you can progress on to a full time course, an apprenticeship or a traineeship. You can enrol on to a full time course here at the College straight after school and transfer on to an Apprenticeship, or you can enrol on to an Apprenticeship right away, it all depends on individual circumstances. Take a look at the table below for further information on Apprenticeship progression pathways.

Apprenticeship	Level	Equivalent education level
Intermediate	2	Five GCSEs (grade A*/9 - C/4) Level 2 BTEC First/NVQ
Advanced	3	Two A Level passes / Level 3 BTEC Diploma / T Level / NVQ / Award / Certificate / Access to HE Diploma
Higher	4/5	HNC / HND / Foundation Degree
Degree	6/7	Bachelor's / Master's Degree

Apprenticeships at Hartlepool College are available at three levels. Each level has different entry requirements which may depend on the skills and qualifications that you hold.

Apprenticeship	Level	Equivalent education level
Intermediate	2	Two GCSEs at Grade 3 or above including English and Maths. You will need to be 16 or over. You will need to find an employer to employ you as an apprentice.
Advanced	3	Five GCSEs at Grade 4 or above including English and Maths. You will need to be 16 or over. You will need to find an employer to employ you as an apprentice.
Higher	4/5	Five GCSEs at Grade 4 or above including English and Maths. You will need a Level 3 qualification. You will need to be 16 or over. You will need to find an employer to employ you as an apprentice.

How to apply for an apprenticeship

You can search the 'Find an Apprenticeship' website for the latest vacancies here:

<https://www.gov.uk/apply-apprenticeship>

If you already have an Apprenticeship/employer lined up, please contact Student Support who will talk you through the College course application process.

Further Training Opportunities

For a full range of training opportunities please contact the Employer Services Team on employerservices@hartlepoolfe.ac.uk



Safeguarding & Prevent

The College has a legal duty of care for the health, safety, security and wellbeing for its students, staff and visitors.

THE SAFEGUARDING TEAM

The College has a duty to 'safeguard' all students from harm and abuse.

Should you, as a visitor hear or see something that gives you cause for concern please report this immediately to the **Safeguarding Team (based in G11)** ground floor opposite Reception, or call **07931 360807**.

If you have a safeguarding or child protection concern, please discuss with the **Designated Safeguarding Lead (01429 404142 | room 3.05)** as soon as possible to ensure the safeguarding team are taking the necessary protective action.



DEBORAH CAYGILL
DESIGNATED
SAFEGUARDING LEAD

PREVENT

The College has a legal duty under the Counter-Terrorism and Security Act (CTSA) 2015:

The Prevent Duty has clear objectives:

Challenging the ideology that supports terrorism and those who promote it.

Protecting vulnerable individuals to prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support.

Please contact the safeguarding team if you have a concern which you feel could be relevant to Prevent.

After the very first cohort of operators completing the course, the feedback was excellent. This then led to us rolling it out across the full factory including supervisors and managers with JDR Cables.

The course has been a massive success with people actively signing up for the training. Martin Buckley who delivered the course was first class and took them time to understand our processes so the course had a feel that it was bespoke to our organisation.

Brian Littlewood
Production Manager
JDR Cables



The lecturer was very knowledgeable and delivered detailed course information in a positive and inclusive manner. I found the course relatable and very beneficial for helping implement techniques.

TATA Steel Production Operator



A great course that was delivered exceptionally well by the instructor. His style of teaching was perfect and kept you interested and engaged. He is a great asset to teaching.

SeAH Wind Production Staff
Member



At Coveris Hartlepool, we were searching for partners to improve our business. Hartlepool College of FE was responsive, proactive and identified solutions to our needs.

They provided a Lean Manufacturing L2 Diploma for all of our staff, which was fully funded. The programme, which runs Monday to Thursday, was delivered around our availability and has been very flexible and accommodating.

Following the course we have had people from our teams come forward with valuable improvement themes.

I thoroughly recommend Hartlepool College to other businesses and I look forward to building our positive working relationship further.

Richard Byatt
Coveris



HARTLEPOOL COLLEGE OF FURTHER EDUCATION EMPLOYER SERVICES CONTACTS

For fee information or make a referral to a program, please contact business@hartlepoolfe.ac.uk
For more information on any of the courses in this booklet, and to find out the most upto date programme start dates please contact:

John Cartwright
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