

Welcome to Skills South Tyneside

Helping you get into work,
change career path and
improve your skills



About Us

Your course is funded by Skills South Tyneside, a department of South Tyneside Council that delivers government funded post-16 education and training.



Skills South Tyneside is funded by the Education & Skills Funding Agency and directly delivers training and commissions to a number of different training providers for the delivery of a wide range of learning including:

- Non-accredited learning, introductory and short courses
- Entry Level - Level 3 accredited programmes
- Study Programmes and Traineeships

Visit our website for more information:

www.southtyneside.gov.uk/skillssouthtyneside



Induction

We will now cover the following information, as part of your induction, using the learner handbooks, which you should all have a copy of.

- Attendance
- Behaviour and Misconduct
- Supporting You as a Learner
- Additional Learner Support
- Maths and English
- Equality and Diversity
- Your Safety and Welfare
- First Aid and Emergencies
- Mental and Physical Health
- Safeguarding
- Prevent
- British Values
- Use of the Internet and Social Media
- E Safety



What is Safeguarding?

Safeguarding is about protecting vulnerable adults and children from the following abuse and neglect

Domestic abuse • Physical abuse • Psychological and emotional abuse • Sexual abuse • Financial or material abuse • Mate crime • Hate crime • Discriminatory abuse • Modern slavery • Self-neglect • Hoarding • Organisational abuse • Neglect or acts of omission

What is Prevent?

The Prevent Duty was brought in under section 26 of the Counter-Terrorism to prevent people from being drawn into terrorism.' It aims to keep people and communities safe from the threat of terrorism by stopping people becoming radicalised or supporting terrorism.

What are British Values?

Democracy • The rule of law • Individual liberty • Mutual respect and tolerance for those of different faiths and beliefs.

All learners must respect other people and support British values in their interactions with staff and learners.



What is E-safety?

E- safety is the safe and responsible use of technology including social media, emailing, texting and gaming.

Throughout your course you will be asked to use technology when:

- Completing your enrolment documents
- Accessing E-Learning platforms
- Carrying out assigned work as part of your course
- Updating your employment documents and/or applying for work

We all have a responsibility to ensure we use it in a way that is safe and respectful to protect yourself and others.

- Unacceptable use may result in access privileges being withdrawn, disciplinary action and or/appropriate legal action.
- Communication made in a personal capacity through social media should not be unlawful or contain anything discriminatory against, or bullying or harassment against any individual.



What Next?

Study Programme

If you're aged 16-18, a Study programme will help you gain the skills and qualifications you need to progress within your chosen vocational area, including maths, English and ICT.

Traineeships

If you're aged 16-24, a traineeship is a programme that will help you gain work experience - getting you ready for work or an apprenticeship.



Apprenticeships

Improve your skills and knowledge whilst gaining a qualification through 'on the job' training. Apprenticeships cover a wide range of industries. We can help you to find the apprenticeship that is right for you.



Adult Vocational Pathways

Do you need to develop or improve your skills? We offer employment & vocational programmes across various sectors & levels including Functional Skills and qualifications within key sectors including Engineering, Technology, Retail and ICT.

Skills South Tyneside Facebook page shares useful careers information, details about free courses and even job vacancies – make sure to like and follow.

Skills South Tyneside
Published by Alex Whelan [?]
18 August

Have you read the latest South Tyneside Council Newsletter which features information about our online Career Links modules

Tutor Jasmine Middleton says about the course: "Career Links is very versatile as it covers such a wide variety of subjects in detail. The online method of delivery allows learners to access their learning when they want, fitting it around their personal commitments or childcare. We have been particularly focused on ensuring our courses can be accessible to anyone looking for work in the current circumstances.

I'm really looking forward to extending our offer to our residents through our exciting new courses."

Get your copy <https://www.southtyneside.gov.uk/article/38461/South-Tyneside-newsletter>

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Skills South Tyneside
Our bite-sized, online Career Link modules are designed to develop your job search skills and improve your confidence at interview by giving you the tools to excel.

Whether you've recently entered the job market, have been searching for a job for some time or are already employed but looking to increase your confidence to make a change, these courses will have something for you.

Career Link
Essential Job Searching

Online Applications
Completing application forms to a high standard, covering preparation, research, meeting employer requirements and assessing your skills.

Interview Preparation
Supporting with in-depth company research and job description analysis, this module enables you to plan for interview questions and prepare your strongest answers.

Selection Tests
A detailed look at telephone and video interviews, group interviews, presentations, in-day exercises and psychometric tests covering aptitude, dexterity, situational judgement and personality tests.

...the types of questions
...module looks in depth at
...practice to increase your
...
...in a stand-alone
...ing through each module
...for your knowledge and
...essence.

#JobSearchSunday

Over 90 FREE online courses*
*eligibility criteria applies

www.southtyneside.gov.uk/skillssouthtyneside

Helping you get into work, change career path and improve your skills

facebook.com/skillssouthtyneside



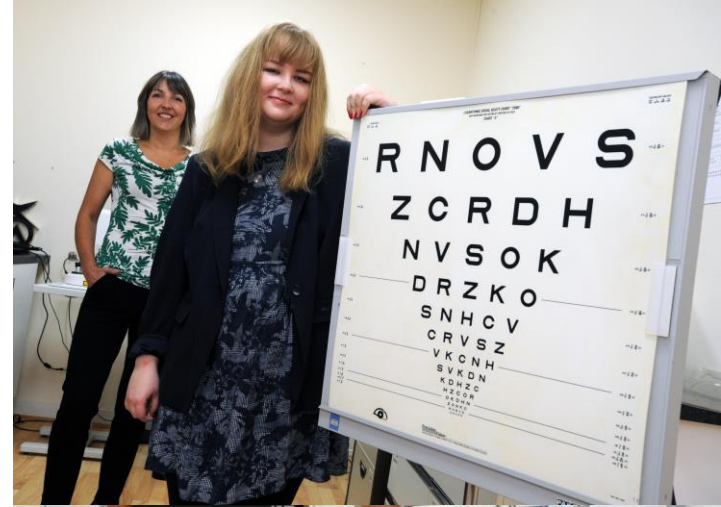
Whether it's your first steps into employment, a change in career or a return to work after a break, our courses ensure you're prepared when facing an employer at interview and in your first days at work.

South Tyneside has job roles across various sectors with employers you'll be familiar with such as NHS, Port of Tyne and Barbour as well as industry leading companies such as Katy Sue Designs, Metec UK and Nine Software.

We'll support you to explore your options and ensure you've the skills needed to access the variety of roles on offer and around South Tyneside.

Previous learners have gone on to gain employment with Nissan, Tesco, Quantum Controls, Haven Holidays, Subway and HMRC just to name a few.

Others have gone on to set up their own business.



The screenshot shows the Skills South Tyneside Career Coach website. At the top left is the Skills South Tyneside logo. On the top right, there are links for 'Search', 'Login', and a 'Sign Up' button. Below the header is a navigation menu with 'Assessment', 'Careers', 'Courses', and 'CV Builder'. The main heading is 'Welcome to Career Coach', followed by the sub-heading 'Discover courses and in-demand careers and education based on your interests!'. There are three main sections: 'Take Career Assessment' with a 'Take the Assessment' button, 'Browse Careers' with a search box and a 'Browse all Careers' link, and 'Browse Courses' with a search box and a 'Browse all Courses' link.

Career Coach is a interactive online tool where you can take an interactive career assessment, browse careers, courses and even use the CV builder – try it out, it’s free!

[Southtyneside.emsicc.com](https://southtyneside.emsicc.com)



South Tyneside Residents Newsletter

Case Studies

Your course tutor, or training provider may submit a case study, for learners who have exceeded expectations and gained success following completion of their course.

Could you be the next learner to feature in our resident's newsletter?

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June 2019

If you are looking to get back into work, or want a change in career, South Tyneside Skills Service has courses available

The aviation industry offers a range of career opportunities, from catering to check-in clerks and baggage handlers. Newcastle International Airport is part-owned by South Tyneside Council and our Skills Service is supporting local residents to learn about these job roles and gain employment.

Andrew Powell, aged 26, from South Shields became unemployed after a temporary contract came to an end. After attending an IT User Skills course funded by the Skills Service, Andrew was given an opportunity to attend the Exploring the Aviation Industry course, run by The Launch Group.

This Level 1 course is fully funded by South Tyneside Council's Skills Service, meaning there was no cost to Andrew.

Andrew said: "I learned about flight schedules, did research on a plane accident and how it could have been prevented, and learned about health and safety at the airport. "I really enjoyed the course, and learned a lot from it. The qualification I gained led me to getting a job at Newcastle Airport with SSP."

SSP is a leading operator of food and beverage brands in travel locations across the UK, including Newcastle Airport.

Andrew added: "I was nervous at first, but I'm glad I did the course. We did several group role play scenarios which were fun, and I soon forgot about being nervous."

The course is open to any resident in South Tyneside currently in receipt of state benefits or earning less than £15,736.50 a year.

There are courses in a wide range of industries available. For more information visit: www.southtyneside.gov.uk/skillsouthtyneside

For details on the Exploring the Aviation Industry course, search "aviation".

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www.southtyneside.gov.uk/skillsouthtyneside

When will we contact you?

Destination and Progression Information

We will contact you to find out how the course has helped you to progress and work towards your long-term goals.

You can use your enrolment forms to tell us the best way to contact you.

Learner Surveys

You have the opportunity to give feedback:

- How are we doing?
- Are you unhappy with anything on your course?
- How can we make the service better?
- What other courses are you interested in?

We will contact you following completion of your course to invite you to fill in surveys.



Compliments, Complaints and Suggestions

You have the opportunity to give feedback:
On your course – via Evaluation Forms and Learner Forums

Or

At any time - via Learner Voice and/or by contacting us at:

Skills South Tyneside
Town Hall and Civic Offices
Westoe Road, South Shields, NE33 2RL

Call our Freephone number:
0800 073 1772

Email us at: skills.learnerenquiries@southtyneside.gov.uk

