



Opportunities 4U



Training

Explore and Create - Attleborough

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: ends Jun 2012

Start and Finish Times: 10.00 - 12.00 noon

Attendance: Fridays only

Closing Date: 29/06/2012

About this Opportunity:

Explore and CreateDevelop personal skills and abilities through drama, art and music. A course designed to give you the opportunity to experience some of the following activities - art, craft, music, drama and movement. Developing teamwork skills and working towards achieving your own personal goals.This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Access and Design, Skills for Everyday Life

Venue(s):

Attleborough Day Services, Station Road, Attleborough, Norfolk NR17 2AT

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.15 - 3.15 pm

Attendance: Thursday afternoons

Closing Date: 29/06/2012

About this Opportunity:

Discover and Learn Play an active role in your community to plan and carry out events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving you own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Experience & Grow,

Explore & Create, Skills for Everyday Life.

Venue(s):

Attleborough Comm & Enterprise Centre, Adult Education Office, Church Street, Attleborough, Norfolk NR17 2AH

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00 am

Attendance: Thursday mornings

Closing Date: 29/06/2012

About this Opportunity:

Access and Design Take a more active role in your community through media, photography, video and IT. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events and outings through the use of media, photography, video making and IT. You will also be working towards achieving your own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Explore and Create, Skills for Everyday Life

Venue(s):

Attleborough Comm & Enterprise Centre, Adult Education Office, Church Street, Attleborough, Norfolk NR17 2AH

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Motor Vehicle - 16-18 Foundation Learning - Bowthorpe

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in motor vehicles. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

- IMI Entry Level 3 Certificate & Level 1 Award in Introduction to Vehicle Technologies
- Routine vehicle maintenance
- Engine components
- Motor vehicle systems e.g. brakes
- NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

- English
- maths
- ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

- Help with childcare, travel arrangements
- Further advice or guidance about courses or career opportunities
- Specific learning, access or disability needs that might affect learning

Venue(s):

Babcock Training, 26-37 Morgan Way Bowthorpe Industrial Estate, Norwich, NR5 9JJ

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the motor vehicle industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Opportunities Norfolk

Seetec Business Technology Ltd

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: Up to 13 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

'Opportunities Norfolk' aims to provide practical help and support in gaining employment. This can include short, certified training such as SIA Licences, CSCS cards, ITC, Fork-Lift licences, Health and Hygiene, Customer Service, Business Administration etc.

A large range of soft skill learning is also available to cover all aspects of self-marketing including CV's, interview techniques to confidence building. Help is also available for self employment.

Supported learning in numeracy and literacy is also available with certification up to level 2.

Venue(s):

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Programme Costs:

None.

Contact:

Peter Judd

01603 305220

peter.judd@seetec.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

You need to have been claiming Job-Seekers Allowance (JSA) for 6 months or more. Job-seekers who are currently claiming for less than 6 months can still approach Seetec as other programmes Seetec runs may still be able to offer the same help.

A minimum commitment of 8hrs per week is required which will include supported job search activities at one of Seetec's venues. In most cases travel fares to one of Seetec's venues can also be reimbursed on attendance days.

Response to Redundancy

Seetec Business Technology Ltd

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: Up to 13 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

'Resonse to Redundancy' aims to provide practical help and support in gaining employment. This can include short, certified training such as book-keeping, Sage-line 50, Prince 2, Secretarial, SIA Licences, 17th Edition Electrical, CSCS cards, ECDL, Customer Service, Business Administration etc. Career advice, plus personal marketing, is covered on a 2 day course on Effective personal marketing and 1-2-1 ongoing support. Advice on Self-employment is also available.

Venue(s):

, , ,

Contact:

Peter Judd
01603 305220
peter.judd@seetec.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Eligibility to the programme is available to anyone who is 'job ready' and currently not working, those economically inactive (not claiming but unemployed) and those at risk of redundancy (subject to employer confirmation) A minimum commitment of 9 hours is required within the first two weeks, beyond this, is based on individual needs and training requirements.

18-24 Work Focused Training

Seetec Business Technology Ltd

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: Up to 13 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

Work Focused Training provides a flexible programme to support the Young Person Guarantee in the sectors of Warehousing/Logistics, Business Administration, Customer Service and ITQ.

Provides work placements and vocational training based on a mixture of work-based and theoretical learning. Programme will involve entry and progression routes into either Apprenticeships for young people or full-time sustainable employment.

Learners will improve their skills and sustain learning and employment through a package of personalised and tailored modules including key Skills, Technical Certificates, underpinning knowledge, personal support and Matrix accredited IAG.

Venue(s):

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Contact:

Peter Judd
01603 305220
peter.judd@seetec.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

18-24's claiming Jobseekers Allowance (JSA) and are between 26 and 50 weeks of unemployment or those who have been fast-tracked to Satge 3 by JobCentre Plus.

Programme Costs:

None.

Caring for Children - 16-18 Foundation Learning

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in working with children. It is delivered in 3 blocks of 10 weeks over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

City & Guilds Entry Level 3 Award & Level 1 Certificate in Caring for Children
 Child's Play
 Healthy Eating
 Child Development
 Keeping children safe
 NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English
 maths
 ICT

Number of Places Available: 12 - further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements
 Further advice or guidance about courses or career opportunities
 Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
 07827 662 429
 learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in child care. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in construction. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN Level 1 Award & Certificate in Progression

Brickwork

Carpentry

Plastering

Tiling

Painting and Decorating

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

St Edmunds Society, 38a Bull Close Road, Norwich, Norfolk NR3 1SX

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in construction. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in construction. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN Level 1 Award & Certificate in Progression

Brickwork

Carpentry

Plastering

Tiling

Painting and Decorating

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in construction. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in developing skills in art and design. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

BTEC Level 1 Certificate in Art and Design

Drawing Skills

Painting

Colour theory

Printing

Sculpture

Ceramics

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in art and design. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in hairdressing. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes: City & Guilds Entry Level 3 Award & Level 1 Certificate for Hairdressing Shampoo and conditioning Plaiting and twisting Dressing hair Blow drying
NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in: English maths ICT

Number of Places Available: 12 – further courses on demand.

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

J O Academy Norwich, Capitol House 2/4 Heigham Street, Norwich, Norfolk NR2 4TE

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the hairdressing industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in working with ICT. It is delivered in 3 blocks of 10 weeks over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

OCR Level 1 Certificate in IT User Skills and City & Guilds Level 1 Award in Computer Systems
Internet Skills e.g. uploading a website
Sound & animation techniques
Computer systems e.g. installing software
Optimising computer performance

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 - further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in ICT. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in the music industry. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN L1 Certificate for Progression

Decks and DJing

Song making

Producing CDs

Digital design and art work

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Community Music East, Music House Lane, Norwich, Norfolk NR1 1QL

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the music industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in working in the retail sector. It is delivered in 3 blocks of 10 weeks over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

Edexcel Level 1 Certificate in Retail Knowledge

Customer Service

The selling process

Stock Control

Health & Safety in retail

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 - further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in retail. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people undecided about their chosen career. This course will support your choices and decisions and maximise your opportunities. It is delivered in 1 block of 10 weeks.

NOCN Entry Level 3 in Independent Living
Roles, responsibilities and relationships
Confidence building
Decision making
Identifying your skills

NOCN L1 Award in Progression (PSD) Personal Social Development

Number of Places Available: 12 - further courses on demand

Additional support is available with the following if applicable:
Help with childcare, travel arrangements
Further advice or guidance about courses or career opportunities
Specific learning, access or disability needs that might affect learning

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds undecided about their chosen career. The course provides new experiences and a route into vocational courses and then onto employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in the leisure industry. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

Edexcel BTEC Level 1 Certificate in Sport and Active Leisure

Taking part in sport

Developing personal fitness

Managing your health at work

NOCN L1 Award in Progression (PSD) Personal Social Development.

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Trowse YMCA, The StreetTrowse, Norwich, Norfolk NR14 8SP

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the leisure industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

CfBT Education Trust Include

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 25 weeks

Start and Finish Times: 9.30 - 3.30

Attendance: 4 days per week

Closing Date: 01/08/2012

About this Opportunity:

The programme is up to 25 weeks and is for young people between 16-18. We offer functional skills qualifications Entry 1-Level 1 in Maths, English and ICT. We also offer a NOCN qualification at Entry 3-Level 1 around PSD - Step-Up. This is at both Award or Certificate level. We offer support for all the young people to enable them to take part in work experience and community placements. All young people receive individual advice and guidance relating to the wide range of their personal needs and signposting to the relevant agencies if required. We focus on future careers and positive destinations for each young person. Support is given to allow young people to receive EMA (providing they are a continuing learner and received EMA in 2010-11) or the new Bursery Fund/Enhanced Bursery. Additional Support on Offer: Advice and guidance on both personal and educational matters.

Venue(s):

St Barnabus Centre, Russel Street, Norwich,

Programme Costs:

No cost to young person

Application Details

Contact:

Amanda Bayfield

abayfield@cfbt.com

The closing date for this programme is 01/08/2012

Entry Requirements:

16-18 (can turn 19 whilst on the course)

Voluntary Norfolk

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: Up to 6 Months

Start and Finish Times: Office opening times 9.00-5.00

Attendance: Drop in Centre and appointments available

Closing Date: 31/08/2012

About this Opportunity:

We help individuals into volunteering opportunities that match their interests, whether they are keen on arts, heritage, working with animals, giving advice and information, serving as a trustee, fundraising, working in charity shops or driving. We work with a number of organisations throughout Norfolk to ensure volunteering opportunities exist to allow people to volunteer. We maintain a database of all the volunteering opportunities available and therefore can offer individuals a number of different options at any one time. We hold appointments for individuals who can come in and find out what volunteering is all about, what opportunities are currently on offer and how they can get in touch with a variety of organisations. We also follow up with individuals that go on to volunteer to check they are receiving the support they need and are having a positive experience. If the volunteer completes a number of hours volunteering then we award them with a certificate.

Youth Volunteering Team

The involved team exists to make it easier for young people to volunteer in Norfolk by offering information, support and diverse volunteering opportunities that match young people's passions and interests. We are supported by funding from v, the youth volunteering charity, as part of v's £75 million National Youth Volunteering Programme, which aims to inspire 500,000 young people aged 16-25 to get positively involved in their communities. We have three Youth Volunteering Development Managers who work with organisations at local level, a Senior Youth Volunteering Development Manager who works with regional/countywide organisations, and a Youth Volunteer Adviser who works directly with young people. In Norfolk, the involved team is managed by Voluntary Norfolk with support from the Norfolk Youth Volunteering Consortium. In the west of the county we work in collaboration with West Norfolk Voluntary and Community Action.

Venue(s):

Voluntary Norfolk, 83-87 Pottergate, Norwich, Norfolk NR2 1DZ

Programme Costs:

Depends on organisation individual is placed with. Some organisations will cover expenses but some struggle to do so therefore there may be certain travel costs involved in getting to certain volunteer placements."

Contact:

Matt Armitage

01603 883802

mat.armitage@voluntarynorfolk.org.uk

The closing date for this programme is 31/08/2012

Entry Requirements:

All are welcome to volunteer. We have a specific Youth Volunteering team that work with young people aged 16-25 but those under or over this age can still volunteer through our volunteer centre.

City College Norwich

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 4 weeks

Start and Finish Times: 09.00 - 16.00

Attendance: Monday and Tuesday

Closing Date: 30/06/2012

About this Opportunity:

Customer Service skills are in great demand by all employers. Learn and practice these skills in a fun, interactive course. Also get help preparing for your interview and learn the tricks of the trade. Area/s covered:

How to give great customer service at work

Coping with the challenges of the modern workplace

Prepare for that apprenticeship interview and get the job

How to answer awkward questions at interview

Guaranteed Interview with organisation seeking apprentices

Offer of 2 week Supported Work Placement with organisation seeking apprentices

Qualifications and Accreditation: Edexcel Workskills level 1 Positive attitudes and behaviours at work Building Working Relationships with Customers Other

outcomes: Preparing for an interview, interview skills. Guaranteed Interview and 2

week supported Work Placement The course will be held at a venue in the City

Centre. Learners will need to provide their own lunch. The course will focus on

people skills so there will be lots discussion and practical tasks. 10 places

available Please call for APRIL 2012 start date Qualifications and Accreditation:

Edexcel Workskills level 1

Positive attitudes and behaviours at work Building Working Relationships with Customers

Other outcomes:

Preparing for an interview, interview skills. Guaranteed Interview and 2 week supported Work Placement

The course will be held at a venue in the City Centre. Learners will need to provide

their own lunch. The course will focus on people skills so there will be lots

discussion and practical tasks. 10 places available Please call for APRIL 2012 start

date

Venue(s):

City College Norwich, Ipswich Road, Norwich, Norfolk NR2 2LJ

Programme Costs:

No cost. All equipment and resources provided. Travel paid - ESF Youth East Works funded provision

Contact:

Judy Dawe

01603 773654

Judy.Dawe@ccn.ac.uk

The closing date for this programme is 30/06/2012

Entry Requirements:

16 - 18 year olds looking for an apprenticeship in finance, retail, sales, hospitality, leisure, tourism, business, IT, insurance.

City College Norwich

Application Details

Qualification: Vocational (Level 1)

Start Date: Various

Length: 5 weeks

Start and Finish Times: 09:30 - 15:30

Attendance: Any 2 days of the week

Closing Date: 31/12/2012

About this Opportunity:

Introduction to Plastering Techniques - NOCN Level 1 1: Identify a range of tools and equipment used in plastering 2: Identify a range of materials used in plastering 3: Identify the range of backgrounds to receive plaster 4: Understand the preparations required before starting to plaster 5: Demonstrate familiarity with floating techniques 6: Develop basic plastering techniques. Health and safety Training - Mentoring Support Using Carpentry Hand Skills - NOCN Level 1

1. Identify basic hand tools 2. Demonstrate the use of face and edge marks 3. Saw to a line 4. Plane timber 5. Use a chisel Health and safety Training - Mentoring Support 30 hours of accredited training, plus 20 hours of non accredited learning in health and safety leading to CSCS card test We supply all the materials to deliver the course, all personal protective equipment is supplied, and all you need is to bring yourself and some enthusiasm, as lunch is also provided. Please email or telephone the contact number to book an appointment to come down for an informal meeting to see what we offer. 6 Places available per week

Venue(s):

St Edmunds Society, 38a Bull Close, Norwich, Norfolk NR3 1SX

Programme Costs:

None - ESF Funded - CCN in Partnership with St Edmunds Society

Contact:

Andrew Bird

01603 622035

tutors@st-eds.me.uk

The closing date for this programme is 31/12/2012

Motor Vehicle - Pre- apprenticeship course

Action Community Enterprises CIC - (ACE)

Application Details

Qualification: Other (Entry Level)

Start Date: 27/02/2012

Length: 5 weeks

Start and Finish Times: 9am - 3.30pm

Attendance: Every Monday and Tuesday for 5 weeks

Closing Date: 27/02/2012

About this Opportunity:

This is a pre-apprenticeship training course offering an opportunity to learn while working in our training garage. Experience first hand working on our training cars while gaining qualifications in working with motor vehicles. This is an opportunity to prepare for either further learning, work placement or apprenticeships. Some of the things you will be doing and learning about: are: Health and Safety in the practical environment; tools, equipment and materials for vehicle maintenance and how to use them; checking and maintaining car fluids; developing problem solving skills; preparing for a work placement. All equipment and protective clothing will be provided. Bring a packed lunch. Free tea, coffee and squash available. Minibus will pick up at 9am and drop off at 3.30pm at Norwich train station. Please call for next start date.

Venue(s):

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, Norfolk NR13 6PS

Contact:

Lou Gardiner

01603 720308

lou.gardiner@ace-project.org.uk

The closing date for this programme is 27/02/2012

Entry Requirements:

Entry level.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00 am

Attendance: Friday mornings

Closing Date: 29/06/2012

About this Opportunity:

Experience and Grow Learn and practice skills for independent living, e.g. cookery, gardening, shopping and travel, using new skills to plan events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving your own goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Skills for Everyday Life.

Venue(s):

Vauxhall Centre, Johnson Place, Norwich, Norfolk NR2 2SA

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.15 - 3.15 pm

Attendance: Thursday afternoons

Closing Date: 29/06/2012

About this Opportunity:

Access and Design Take a more active role in your community through media, photography, video and IT. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events and outings through the use of media, photography, video making and IT. You will also be working towards achieving your own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Explore and Create, Skills for Everyday Life

Venue(s):

Vauxhall Centre, Johnson Place, Norwich, Norfolk NR2 2SA

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Skills for Everyday Life - Norwich

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.00 - 3.00 pm

Attendance: Tuesday afternoons

Closing Date: 29/06/2012

About this Opportunity:

Skills for Everyday Life Practice English and Maths skills in a range of situations. A course designed to give you the opportunity to work independently and as part of a team using everyday practical activities developing English and Maths skills and also working towards achieving your own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Experience & Grow.

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Application Details

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

You've Got Talents - Norwich

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 20 weeks

Start and Finish Times: 09.30am - 12.30pm

Attendance: Thursdays

Closing Date: 31/12/2012

About this Opportunity:

You've Got Talents! - will help you be more aware of the skills you need to support yourself. Groups will create a resource which can be accessed and used to help others in your community when it is their turn to move on and into their own home.

Venue(s):

Vauxhall Centre, Johnson Place, Norwich, Norfolk NR2 2SA

Go to www.helpyouchoose.org on the web

Application Details

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19.

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Supporting Teaching & Learning Level 2 Certificate - Norwich

Norfolk Adult Education

Application Details

Qualification: Vocational (Level 2)

Start Date: 18/04/2012

Length: 24 weeks

Start and Finish Times: 6.30pm - 9.00pm

Attendance: Wednesday evening

Closing Date: 18/04/2012

About this Opportunity:

This course is a nationally recognised level 2 qualification for Teaching Assistants in schools and will be delivered over the period of an academic year. The course is aimed at Teaching Assistants with an established paid or voluntary role of a minimum of 6 hours within school and an enhanced CRB clearance in place. Learners will provide evidence of their work in school, knowledge and developing practice in supporting pupils during their learning including school procedure and policies, equality, diversity and inclusion, child development, health and safety, communication and developing relationships, promoting positive behaviour and improving own and team practice. The course is taught over the period of a year including 23 taught sessions and you will have the opportunity to achieve L2 maths and English qualifications as required. These skills are also developed throughout the course. Your completed portfolio will include a number of assignments and written evidence covering your practice and knowledge, two observations of your work in school as a Teaching Assistant. You should anticipate approximately 4 hours homework per week. On-going assessment throughout the course including regular written and verbal feedback from your tutor and support during individual tutorials. There is no final examination; the final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio. Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg, dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Wensum Lodge, 169 King Street, Norwich, Norfolk NR1 1QW

Programme Costs:

The course is free to all learners aged 16-18 (LR Funding) The cost of essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
01603 306566
heather.habbin@norfolk.gov.uk

The closing date for this programme is 18/04/2012

Entry Requirements:

Enrolment is subject to successful completion of a pre-course guidance interview. Before enrolment we recommend the completion of the 4 week introduction course 'Formal First Steps'.

Pitman Training

Application Details

Qualification: Other (Entry Level)

Start Date: Various

Length: Variable

Start and Finish Times: Flexible to suit you

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

This series of courses takes you back to basics by working with whole numbers - a great first step to number confidence. You'll learn:

how to write numbers down and put them in the right order

simple sums like adding and subtracting

how to understand negative numbers

how to multiply and divide larger numbers

what things like ratios, factors and prime numbers are

Whether you're planning a new kitchen or want to use space effectively when packing awkward shapes, a good understanding of space and shape will make the task easier. These courses will teach you about:

different types of shapes and how to identify them

describing where something is

creating a bird's eye or plan view

how to combine these views together to create a 3D object

We all need to measure things every day and these courses are full of practical tips and advice to help you measure accurately. From checking your change, measuring ingredients for a recipe through to keeping an eye on the time, these courses show you how to:

measure length, width, height and distance in metres and centimetres

measure weight and temperature

measure capacity, perimeter, area and volume

keep track of money and time

If you struggle to add up your shopping bill in your head or you don't know how to check your change, you could be losing money every day. This course will help you manage your money by teaching you how to:

recognise, count and use different coins and notes, and work out change

understand different types of money, payments, income and expenditure

understand financial records

understand spending, saving and budgeting and the financial risk connected to your choices

understand consumer rights and responsibilities and where to get advice

understand Income Tax, mortgages, life insurance, pension options and how to save for a chill

Sharing the bill in a restaurant, dividing the kids into teams at football practice, working out the cost of something that is half price - these all use parts of numbers, or fractions. These courses can help you to:

find a quarter or half of an amount

recognise, read and write fractions

recognise halves and quarters of shapes, objects, groups, amounts, time and costs

find whole amounts when you know half

understand how fractions are used in everyday life

Whether you want to offer a customer a 20% discount or check the interest rate on your credit card statement, you need confidence with percentages to make your numbers add up. These courses help you build the skills you need to:

understand and use percentages

find simple percentage parts of whole numbers, quantities and measurements

identify equivalent fractions and decimals for different percentages

understand and work out probability in percentages

Contact:

Course enrolment Pitman Training

01603 619769

norwich@pitman-training.net

The closing date for this programme is 31/12/2012

Entry Requirements:

The courses and qualifications we offer are for learners working towards entry level 3, level 1 and level 2.

Before you start we'll check which level of qualification you should be working towards. We'll then see what skills you already have in the different areas of the qualification, for example measurements or money. This helps us to work out which courses are right for you so you don't cover what you already know.

estimate answers to calculations and use rounding

know how to collect, organise and represent data

work out percentages using a calculator

Computers can process and display huge amounts of information in an instant. Do you want to learn how to read data from bar charts, tables or maps, or how to read information in a recipe or timetable? Then these courses help you develop skills to understand and use data and create data displays of your own. They'll show you how to:

read a recipe, timetables and information about the weather

read and use a simple spreadsheet

use data to plan visits, journeys and make appointments

use information in lists, tables, plans, diagrams, maps, charts, scales and speedometers

collect, record, calculate, check, sort, classify, and represent information, data and results

understand and calculate averages, mean, range and probability

calculate the probability of combined or independent events using space tables and tree diagrams to record event outcomes

Venue(s):

Pitman Training, 2 Recorder Road,, Norwich, Norfolk NR1 1NR

The Forum, City Centre, Norwich, Norfolk NR2 1TF

Programme Costs:

Thanks to Government funding your courses and qualification could be free. We'll confirm this with you before you start.

IT Entry Level 3, Level 1 and Level 2

Pitman Training

Application Details

Qualification: Other (Entry Level)

Start Date: Various

Length: Variable

Start and Finish Times: Flexible to suit you

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

Functional Skills in Information and Communication Technology (ICT) (Entry Level 3)

This IT qualification is great if you're new to IT and want to learn the basics. You'll learn how to use a computer, use the internet to find information, share photos and keep in touch with friends using email and social media (like Facebook and Twitter). ITQ (levels 1 and 2) The ITQ will help you achieve a national standard in IT and give you the skills to use IT more effectively in your home or workplace. With the ITQ, you can cover anything from word processing, spreadsheets, email and the internet to wider issues such as computer security and maintenance. It's flexible to your learning needs.

ECDL Essentials (level 1) The European Computer Driving Licence (ECDL) is an internationally recognised qualification. ECDL Essentials gives you the basic skills to start using a computer safely, browse the internet and stay in touch with people by email.

ECDL Extra (level 2) ECDL Extra improves your understanding of popular computer software. You'll learn how to use word processing, spreadsheets and presentation software in a business environment

Venue(s):

The Forum, City Centre, Norwich, Norfolk NR2 1TF

Go to www.helpyouchoose.org on the web

Contact:

Course enrolment Pitman Training
01603 619769
norwich@pitman-training.net

The closing date for this programme is 31/12/2012

Entry Requirements:

We will meet with you to find out if the course is suitable for your needs and which level learning you should be undertaking.

Programme Costs:

If you are unemployed or on certain benefits or do not have previous qualifications this course could be free we will check before you start.

Literacy Entry Level 3, Level 1 and Level 2

Pitman Training

Application Details

Qualification: Other (Entry Level)

Start Date: Various

Length: Variable

Start and Finish Times: Flexible to suit you

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

Reading- These courses will help you to:

- skim read
- understand instructions
- understand the alphabet, signs, symbols and different words and phrases
- understand different kinds of texts and their purposes
- find information using different reading methods
- follow, identify, understand, summarise and compare the main points, information, events, ideas and opinions in a text

Writing- These courses will help you to:

- organise and plan your writing into paragraphs
- write clearly and appropriately, and present information in a sequence
- use and proofread grammar, punctuation and spelling
- use detail, format and structure to suit your purpose and audience
- improve your letter writing skills

Grammar and Punctuation- You'll learn how to:

- use grammar like the correct tense, adjectives and connectives
- check for errors in your work
- use punctuation like capital letters, commas, full stops, colons and apostrophes
- use sentence structure to make pieces of writing easier to read and understand
- read and write more difficult sentences

Our spelling courses will help you to gain confidence and improve your job prospects at the same time. You'll find out about spelling tips and tricks to help you:

- avoid common spelling mistakes
- know and apply spelling rules
- recognise different spellings of the same sound
- understand how English spelling developed and how common words are put together
- use different methods to check spelling
- use different types of dictionaries and thesauruses

If you can't find the right words to get your point across, or want to improve your ability to spot key information, then these courses can improve your everyday speaking and listening skills. These courses will help you to:

- listen for information, details, instructions, meanings, ideas and opinions
- answer questions and give details about yourself
- use the right words and sentences to describe people, places and events
- change your tone and words for different audiences and situations
- contribute to a discussion and support your opinions with evidence
- clarify information that is given to you by asking questions
- expand your vocabulary by making a personal dictionary, and using word lists and glossaries

Venue(s):

Pitman Training, 2 Recorder Road,, Norwich, Norfolk NR1 1NR
The Forum, City Centre, Norwich, Norfolk NR2 1TF

Contact:

Course enrolment Pitman Training
01603 619769
norwich@pitman-training.net

The closing date for this programme is 31/12/2012

Entry Requirements:

The courses and qualifications we offer are for learners working towards entry level 3, level 1 and level 2. Before you start we'll check which level of qualification you should be working towards. We'll then see what skills you already have in the different areas of the qualification, for example punctuation or spelling. This helps us to work out which courses are right for you so you don't cover what you already know

Programme Costs:

If you are unemployed or on certain benefits or do not have previous qualifications this course could be free we will check before you start.

Fitness Industry Academy

Lifetime

Qualification: Other (Level 2)

Start Date: 12/03/2012

Length: 4 weeks

Start and Finish Times: 9.00am - 5.00pm

Attendance: Monday to Friday

Closing Date: 12/03/2012

About this Opportunity:

Ever considered working within the Fitness and Leisure industry? This training course aims to prepare you for your first job within the Fitness and Leisure industry.

During the four weeks you will spend time in a gym and training centre learning:-

What it takes to be a great team player,

How to write and deliver your own fitness programmes for clients

How a leisure centre, gym or spa runs

How to write a CV and apply for a job.

You will receive £25 per week for 4 weeks to assist with travel expenses. We will

help you develop that all important CV and support you into your first fitness job

where you will have the opportunity to put all those skills you have learnt into

practice. Once you have secured a job you could go on to complete an

apprenticeship with your employer and work towards some qualifications whilst

earning money. The course is for a 10 students.

Venue(s):

Esport Fitness and Leisure, Drayton High Road, Norwich, Norfolk NR6 5DT

Programme Costs:

The Fitness Instructing Academy is FREE for any student who meets the the entry requirements.

Application Details

Contact:

Matthew Morris

01173 143 015

matthew.morris@lifetimetraining.co.uk

The closing date for this programme is 12/03/2012

Entry Requirements:

16-18 years of age

Been living within the EU for the past 3 years

Currently living in England

Not studying

Not attended university or gained a higher level qualification

Not working at all

Have no previous convictions in the last three years (dependant on their circumstances)

The Future Factor - Cromer

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 17 Weeks

Start and Finish Times: 1pm - 4pm

Attendance: Tuesdays

Closing Date: 31/12/2012

About this Opportunity:

The Future Factor - will develop and raise awareness to work skills. Groups will create a resource to help employers who are considering employing people with learning difficulties and disabilities to better understand and support their staff in the workplace. Also, create a resource to help others who may be finding it difficult to know what to do, where to go or who to see to access local work opportunities.

Venue(s):

The Cottage, Loudon Road, Cromer, Norfolk NR27 9EF

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00

Attendance: Tuesday mornings

Closing Date: 29/06/2012

About this Opportunity:

Discover and Learn Play an active role in your community to plan and carry out events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving you own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Experience & Grow,

Explore & Create, Skills for Everyday Life.

Venue(s):

Cromer Conservative Club, 8, LOUDEN ROAD, Cromer, Norfolk NR27 9EF

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 19.

Skills for Everyday Life - Cromer

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00 am

Attendance: Thursday mornings

Closing Date: 29/06/2012

About this Opportunity:

Skills for Everyday Life Practice English and Maths skills in a range of situations. A course designed to give you the opportunity to work independently and as part of a team using everyday practical activities developing English and Maths skills and also working towards achieving your own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Experience & Grow.

Venue(s):

Cromer, Past, Present and Future Ltd, Merchants' Place, 16 Church Street, Cromer, Norfolk NR27 9ES

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Countryside Skills - 16-18 Foundation Learning - Dereham

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in a career in the land-based industry. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN Level 1 Award & Certificate in Progression
Wildlife and conservation
Horticulture
Animal care
Practical woodland skills

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English
maths
ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements
Further advice or guidance about courses or career opportunities
Specific learning, access or disability needs that might affect learning

Venue(s):

Gressenhall Rural Life Museum, Gressenhall, Dereham, Norfolk NR20 4DR

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the land-based industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Level 1 NVQ Certificate in Food Preparation and Cooking

Poultec Training Ltd

Qualification: Vocational (Level 1)
Start Date: 22/02/2012
Length: 12 weeks
Start and Finish Times: 9am - 4.30pm
Attendance: Thursday only

Closing Date: 22/02/2012

About this Opportunity:

The course includes: CIEH Level 2 Food safety award Health and Safety Team work Meat Fish Veg Bread and Dough Plus – Customer Service Interview Skills Please contact Poultec for more details and to enrol. Tel: 01362 850983 or email: enquiries@poultec.co.uk.

Venue(s):

Poultec Training Ltd, South Green Enterprise Park Mattishall, Dereham, Norfolk NR20 3JY
Local Pick up, , Norwich,

Programme Costs:

Free. Transport by miinibus available to pick up young people from Norwich who require transport.

Application Details

Contact:

Michelle Bugg
01362 850983
enquiries@poultec.co.uk

The closing date for this programme is 22/02/2012

Entry Requirements:

Aimed at learners aged 16 -19 who are not in employment, education or training.

You've Got Talents - Dereham

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)
Start Date: Various
Length: 17 weeks
Start and Finish Times: 10am - 2pm
Attendance: Thursdays

Closing Date: 31/12/2012

About this Opportunity:

You've Got Talents! - will help you be more aware of the skills you need to support yourself. Groups will create a resource which can be accessed and used to help others in your community when it is their turn to move on and into their own home.

Venue(s):

Dereham Day Services, Rash's Green, Dereham, Norfolk NR19 1JG

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Application Details

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19.

Action Training

Qualification: Foundation Learning (Level 1)

Start Date: 16/04/2012

Length: 24 weeks

Start and Finish Times: 09.30 - 15.00

Attendance: Monday - Thursday

Closing Date: 16/04/2012

About this Opportunity:

A course designed to give young people the chance to improve their English, Maths and ICT grades. Also offering the opportunity for young people to gain additional qualifications while gaining the skills needed to move on into employment, apprenticeships or college. Small group sizes (maximum of 10) This course is especially suitable for young people with low self confidence and those who have no clear idea of career/further education choices

Venue(s):

Dereham Action Training, Breckland Business Centre St Withburga Lane, Dereham, Norfolk NR19 1FD

Programme Costs:

No cost to learners. Reasonable travel costs reimbursed

Application Details

Contact:

Emma Croucher

01553 761267

emma.croucher@actionforchildren.org.uk

The closing date for this programme is 16/04/2012

Entry Requirements:

No entry requirements

R.E.S.C.U.E. ASDAN Working With Others Level 1

Norfolk Fire and Rescue Service

Application Details

Qualification: Other (Level 1)

Start Date: 12/03/2012

Length: 1 week

Start and Finish Times: 09:00 - 16:30

Attendance: Daily

Closing Date: 12/03/2012

About this Opportunity:

Norfolk Fire & Rescue Service offer a one week course targeted to young people aged 16 - 18 living in rural areas. The course offers an opportunity for young people to make a difference in their own community and gain a qualification. The group members will work towards an ASDAN level 1 Award -Working With Others. This award requires 30 learning hours. The course will run from 9:00 until 4:30 daily and group members will be required to provide their own packed lunch daily. The course will involve some physical activity and also some cooking activity. Aims The group members will plan and deliver a small community based project, capturing evidence and completing worksheets on key issues ie; risk assessment, group working, one to one working, reviewing task and future progression. Outcomes Group members will work towards achieving the ASDAN Level 1 - Working With Others Award, and identify future progression routes such as The Princes Trust Level 2 TEAM Programme. Further education, employment, volunteering. The next course will be held in Diss and commences on Monday 12th March 2012. There will be a maximum of 8 places on this course. For further information, please contact Vickie Bond on 07795 067383 Start Dates 12 March 2012 - Diss Area April 2012 - Venue to be confirmed July 2012 - Venue to be confirmed Please call for venue details as this course has flexible delivery locations

Venue(s):

Diss Fire Station, Park Road, Diss, Norfolk IP22 4AS

Programme Costs:

No cost to individual, may be some funding available to help with travel expenses. Local pick ups - ESF Funded

Contact:

Vickie Bond
07795067383
Victoria.Bond@fire.norfolk.gov.uk

The closing date for this programme is 12/03/2012

Entry Requirements:

Aged between 16 and 18 on the course commencement date.

Construction - 16-18 Foundation Learning - Fakenham

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 2 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in construction. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN Level 1 Award & Certificate in Progression

Brickwork

Carpentry

Plastering

Tiling

Painting and Decorating

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

RNF Workshop, George Edwards Road Fakenham Industrial Estate, Fakenham, Norfolk NR21 8NL

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in construction. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

01 Beyond the Bump Basic Skills - Fakenham

Action Training

Qualification: Vocational (Level 1)

Start Date: Various

Length: 10 weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

BtB is a programme designed for young parents and parents-to-be with an aim to re-engage learners with education, offer supportive friendships and networks. Programme will help with improving basic skills and parenting skills and attendance to parent toddler group if necessary. Courses are also offered at Fakenham, Mundesley and King's Lynn.

Venue(s):

Fakenham Sure Start, Norwich Road, Fakenham, Norfolk NR21 8HN

Programme Costs:

No costs, child care support available through 'Care to Learn'

Application Details

Contact:

Emma Croucher

01553 761267

emma.croucher@actionforchildren.org.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

An interview and basic skills assessment.

Foundation Learning

YMCA Training Great Yarmouth

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Up to 30 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/08/2013

About this Opportunity:

If you're unsure about what to do next or if you don't have the confidence and skills to move straight into an apprenticeship, employment with training or further education, then Foundation Learning could be for you.

The course is flexible and tailored to your needs so you can take it at your own pace, and we will support and guide you the whole way. Start and finish times are 9.00am to 3.30pm and your timetable will vary according to your needs. You can start on the course at any time throughout the year, as we have no fixed term times.

You get a individual training programme to help develop your individual skills and help you progress to where you want to be. You can move onto an apprenticeship, employment with training, further education or independent living from this programme.

You can: *Develop an understanding of a range of job opportunities *Experience a working environment with employers *Further develop your English, Maths and ICT skills in a work setting *Take control of your personal development *Experience activities like cooking, sports and fitness, community projects, and music tech
With Foundation Learning you can achieve: *City & Guilds Employability & Personal Development Award *City & Guilds Level 1 Certificate in Caring for Children *City and Guilds Level 1 Award in Retail Skills *Functional Skills in English, Maths and ICT at an appropriate level for you *More confidence in setting your own targets for your personal and social development *Training in health and safety and other areas to help you succeed in work

Venue(s):

YMCA - Great Yarmouth, 16-18 Alpha Road, Great Yarmouth, Norfolk NR31 0LQ

Programme Costs:

No cost. The course is free.

Contact:

Claire Overton

01493 444570

c.overton@ymcatraining.org.uk

The closing date for this programme is 31/08/2013

Entry Requirements:

Learners must be below Level 2, and suitability for the course is determined by interview.

CfBT Education Trust Include

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 25 weeks

Start and Finish Times: 9.30 - 3.30

Attendance: 4 days per week

Closing Date: 01/08/2012

About this Opportunity:

The programme is up to 25 weeks and is for young people between 16-18. We offer functional skills qualifications Entry 1-Level 1 in Maths, English and ICT. We also offer a NOCN qualification at Entry 3-Level 1 around PSD - Step-Up. This is at both Award or Certificate level. We offer support for all the young people to enable them to take part in work experience and community placements. All young people receive individual advice and guidance relating to the wide range of their personal needs and signposting to the relevant agencies if required. We focus on future careers and positive destinations for each young person. Support is given to allow young people to receive EMA (providing they are a continuing learner and received EMA in 20010-11) or the new Bursery Fund/Enhanced Bursery. Additional Support on Offer: Advice and guidance on both personal and educational matters.

Venue(s):

St James Health & Resource Centre, Queens Road, Great Yarmouth, Norfolk NR30 3DG

Programme Costs:

No cost to young person

Application Details

Contact:

Amanda Bayfield

abayfield@cfbt.com

The closing date for this programme is 01/08/2012

Entry Requirements:

16-18 (can turn 19 whilst on the course)

Link into Life

Great Yarmouth Community Trust

Application Details

Qualification: Vocational (Level 2)

Start Date: Various

Length: 1 Day

Start and Finish Times: Various - see course description

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

Accredited Workshops
Food Hygiene - 9.30am to 3.30pm - A one day course which leads to the CIEH 'Level 2 Award in Food Safety'. What is Food Safety and Food Hygiene? Learn all about bacteria, food poisoning and contamination and how to prevent it.
First Aid - 10.00am to 2.30pm - This is a really useful one day workshop leading to the 'Emergency First Aid Appointed Person at Work' certificate. Learn the ABC of emergency response, how to administer CPR, what to do if someone is choking and how to treat open wounds, fractures and burns.
Health and Safety - 9.30am to 4.00pm - This is a one day course that leads to the CIEH Level 2 Award in Health and Safety. What is Health and Safety? Learn about the importance and requirement of H&S in the workplace. Gain a qualification which will be invaluable when searching for jobs.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Contact:

John McDonald
01493 743023
john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment, or Training.

Link into Life

Great Yarmouth Community Trust

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: Over 5 weeks

Start and Finish Times: Various

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

CHEW (Cook Healthy Eat Well) Cooking for beginners! 5 free sessions covering everything from chopping vegetables, making soups, to cooking casseroles and crumbles! Classes are offered throughout the year across the Great Yarmouth and Waveney area.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Contact:

Lizzie McDermott
01493 743020
nutrition@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment, or Training

Programme Costs:

None

Link into Life - Digital Champions

Great Yarmouth Community Trust

Application Details

Qualification: Other (No Level)**Start Date:** Various**Length:** 1 Day**Start and Finish Times:** 09:30am - 12:00pm**Attendance:****Closing Date:** 31/07/2012**About this Opportunity:**

Do you already have computer skills and are you interested in showing others how to get online? This workshop gives you everything you need to take up a unique volunteering opportunity in helping others learn how to use the internet and send emails. Volunteering placements are available.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Contact:

Jim Edmonds
01493 743023
jim-edmonds@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment, or Training.

Link into Life - Literacy

Great Yarmouth Community Trust

Application Details

Qualification: Other (Level 1)**Start Date:** Various**Length:** 10 weeks**Start and Finish Times:** 09:30am - 11:45am**Attendance:****Closing Date:** 31/07/2012**About this Opportunity:**

OCR Qualification Adult Literacy Level 1A course designed to underpin problem solving, instil confidence and heighten an individual's ability to learn. Being functional means being able to apply knowledge and skills and respond appropriately to all sorts of real-life contexts. Level 3 qualified Advice & Guidance volunteer learner support available.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None - ESF Funded

Contact:

John McDonald
01493 743023
john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment, or Training.

Link into Life - Literacy

Great Yarmouth Community Trust

Application Details

Qualification: Other (Level 2)

Start Date: Various

Length: 10 weeks

Start and Finish Times: 09:30am - 11:45am

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

OCR Qualification Adult Literacy Level 2A course designed to underpin problem solving, instil confidence and heighten an individual's ability to learn . Being functional means being able to apply knowledge and skills and respond appropriately to all sorts of real-life contexts.Level 3 qualified Advice & Guidance volunteer learner support available

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None - ESF Funded

Contact:

John McDonald

01493 743023

john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment , or Training.

Link into Life - ESOL

Great Yarmouth Community Trust

Application Details

Qualification: Other (Level 1)

Start Date: Various

Length: 10 weeks

Start and Finish Times: 09:30 - 11:30 or 17:30 - 19:30

Attendance: Part-time evening and morning available

Closing Date: 31/07/2012

About this Opportunity:

ESOL Classes (English for speakers of other languages ESOL) Entry Levels 1,2 & 3A programme for people whose first language is not English, this will enable you to improve your spoken and written English.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Contact:

John McDonald

01493 743023

john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment, or Training.

Link into Life - Numeracy

Great Yarmouth Community Trust

Application Details

Qualification: Other (Level 1)

Start Date: Various

Length: 10 weeks

Start and Finish Times: 09:30am - 11:45am

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

OCR Qualification Adult Numeracy Level 1 Do you need to brush up on your maths skills? Functional skills in maths introduce practical skills that help learners gain the most out of work, education and everyday life.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Contact:

John McDonald
01493 743023
john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment or Training.

Link into Life - Numeracy

Great Yarmouth Community Trust

Application Details

Qualification: Other (Level 2)

Start Date: Various

Length: 10 weeks

Start and Finish Times: 12:30pm - 2:45pm

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

OCR Qualification Adult Numeracy Level 2 Do you need to brush up on your maths skills? Functional skills in maths introduce practical skills that help learners gain the most out of work, education and everyday life.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None - ESF Funded

Contact:

John McDonald
01493 743023
john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment or Training

Great Yarmouth Community Trust

Application Details

Qualification: Other (No Level)

Start Date: Various

Length: 1 Day

Start and Finish Times: Various - see course descriptions

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

Who, What, Where & How - 9.30am to 2.30pm - Who are you, what skills do you already have, where would you like to be in 5 years' time and how are you going to get there? This workshop will help you to start answering some of those questions. Time to Share - 10.00am to 2.30pm - Would you like to get more involved in your local community? Are you looking for a new challenge or would like to develop a new interest? If so, why not try volunteering? There are all kinds of interesting and rewarding things to do in and around Great Yarmouth. Come and find out more! I'm a Celebrity Get Me Out of Here! - 10.00am to 2.00pm - Would you have the confidence to jump out of a helicopter on the end of a bungee rope into the Australian jungle? Do you know someone just by looking at them? How do you pick and choose your friends / colleagues? Who do you want in your team? Deal or No Deal - 10.00am to 2.30pm - Do you find it hard to decide which direction to take in life? Are you worried about making the wrong choices, opening the wrong red box? This workshop will look at how and why we make choices and what we can do to make it easier to make the right choice. C.V. and Interview Skills - 9.30am to 12.30pm - Look in detail at how to set out your CV, what should be included and how best to present the qualifications and skill you have. Few of us ever feel comfortable and relaxed in an interview or when asked to give a presentation. However there are some simple techniques which can help you to control your nerves and ensure that you present yourself in the best way you can.

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Contact:

John McDonald

01493 743023

john-mcdonald@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment or Training.

Link into Life - UK Online

Great Yarmouth Community Trust

Qualification: Other (No Level)

Start Date: Various

Length: 5 weeks

Start and Finish Times: 1:00pm - 3:00pm

Attendance:

Closing Date: 31/07/2012

About this Opportunity:

Learn to use a computer starting with the basics. This tutor led course shows you how to use the Internet, send email and over 30 other short courses. Additional Support - Digital Champion – Learner support

Venue(s):

The Priory Centre, Priory Plain, Great Yarmouth, Norfolk NR30 1NW

Programme Costs:

None

Application Details

Contact:

Jim Edmonds
01493 743023
jim-edmonds@gyctrust.co.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

16-19 Not in Education, Employment or Training

Get Up and Go

YMCA Training Great Yarmouth

Qualification: Vocational (Level 1)

Start Date: 27/02/2012

Length: 3 weeks

Start and Finish Times: 09:30 - 15:30

Attendance: 3 days a week for 3 weeks

Closing Date: 27/02/2012

About this Opportunity:

Get Up and Go

Induction, including Health & Safety and general paperwork

Social event

Safety Skill, Basic First Aid, Online Safety

Personal Development (Interview techniques, selling yourself, appearance)

Explore vocational area's and Identify next steps

Contact with the Training Centre to book appointment for visit/interview at centre which will take place within two weeks of enquiry. Personal Development (Interview techniques, selling yourself, appearance, etc), Explore vocational area's and Identify next steps. Qualifications and Accreditation

Improve Own Learning & Performance Key Skills Level 1 (City & Guilds)

Working With Others Key Skills Level (City & Guilds)

Small canteen with tea & coffee provided, all equipment required will be provided. Two available start dates 5th December 2011 27th February 2012

Working in partnership with The Matthew Project

Venue(s):

YMCA - Great Yarmouth, 16-18 Alpha Road, Great Yarmouth, Norfolk NR31 0LQ

Application Details

Contact:

Keith Loveys
01493 444570
k.loveys@ymcatraining.org.uk

The closing date for this programme is 27/02/2012

Entry Requirements:

16-18 Not in Education, Employment or Training (NEET) or at risk of NEET.

Programme Costs:

None - ESF Funded Provision - Youth East

Foundation Learning Programme Sport and Active Leisure

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Blocks of 10 weeks

Start and Finish Times: 10am - 4pm

Attendance: Mon, Wed, Thur

Closing Date: 16/01/2013

About this Opportunity:

You will undertake this programme in three 10 week blocks. You can join the programme at the start of each block - the first block to start 16th Jan 2012. You will be able to gain qualifications on each block, or continue your learning for a higher qualification award at the end of your programme. The programme will focus on these areas of development:

Vocational skills: participating in sport and exercises; health and safety in sport; assisting sports events; jobs in sport.

Personal and Social Development PSD: covers activities to improve your learning and teamwork skills delivered in the Goalz programme by Bluecat and Norwich City Community Sports Foundation.

Maths, English and ICT

This is an introduction to the basic skills required for sport, coaching, keeping fit and organising sporting events. It is a practical course that requires a good level of fitness and most importantly a devotion and willingness to take part and try new sports. You will learn how to participate in a range of sports and exercise sessions, to identify and use equipment correctly and to learn the basics of improving health and safety. You will also learn how to review sporting performance and the skills necessary to take part in a range of different sporting activities. It will be mostly practical but there is an element of research and assignment tasks. The Functional Skills in Maths, English and ICT are delivered on a personal level, after assessment, from Entry level up to and including Level 2. The programme is intended to give you an opportunity to 'sample' the skills involved in the sports and fitness industry and allow you to make an informed decision about sports and fitness as a career path. You will be able to gain the BTEC Award/Certificate in Sport and Active Leisure at Level E3 and Level 1, as well as OCR Functional Skills in English, Maths and ICT, and an NOCN Level 1 Award in Progression.

Venue(s):

Marina Leisure and Fitness Centre, Marine Parade, Gt Yarmouth, Norfolk NR30 2ER

Programme Costs:

The course is free if you are 16-18 years old. The cost of any essential learner resources may be covered by Adult Education subject to approval. You may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662429
learner.services@norfolk.gov.uk

The closing date for this programme is 16/01/2013

Entry Requirements:

There are no entry requirements for the course, however, you will need a very high level of commitment, along with some basic literacy and numeracy to complete the course.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 3 blocks of 10 weeks

Start and Finish Times: 10am - 4pm

Attendance: Mon, Thur, Fri

Closing Date: 03/09/2012

About this Opportunity:

The course will be delivered in 3 blocks of 10 weeks and you can join at the start of any block of study. The first block starts 16th January 2012. The course will cover:

- Individual rights and responsibilities
- Caring for physical and emotional needs
- Encouraging children to eat healthily
- Communication skills with children
- Books, stories and rhymes for children
- Musical experiences for children
- Communication skill with children
- Keeping children safe
- Self-assessment

You will be taught in small groups with friendly, supportive tutor who will do their best to make sure your experience with us is both stimulating and enjoyable. If you need any extra support with your learning, we will help you. You will take part in a variety of activities, such as discussions, practical activities etc While you are developing your skills in child care, you will also be gaining the Maths, English and ICT skills you need to work in this area. If you don't already have these qualifications, we will help you to get them. You will put together a folder of work that shows what you have learned on your course. There may be a small amount of work you need to do at home in between classes. Your tutor will discuss your progress regularly and keep a record of how you are getting on and will arrange extra help if you need it. However, please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place for you in advance. Eg: dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Aspire Centre, 1-2 market Row, Great Yarmouth, Norfolk NR30 1PB

Programme Costs:

The course is free if you are 16-18 years old. We can supply course specific materials or specialist clothing, such as overalls. The cost of any essential learner resources may be covered by Adult Education subject to approval. You may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662429
learner.services@norfolk.gov.uk

The closing date for this programme is 03/09/2012

Entry Requirements:

Aimed at 16-18 year old learners.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Three 10 weeks

Start and Finish Times: 10am - 4pm

Attendance: Mon, Tues, Thur

Closing Date: 03/09/2012

About this Opportunity:

This is a studio based course for those interested in taking an active step towards a career in the music industry. The course will be delivered in three 10 week blocks. The first block of 10 weeks starts 16th January 2012.

You will be taught in small groups with friendly, supportive tutor who will do their best to make sure your experience with us is both stimulating and enjoyable. If you need any extra support with your learning, we will help you. While you are developing your skills in Performing Arts, you will also be gaining the Maths, English and ICT skills you need to work in this area. If you don't already have these qualifications, we will help you to get them. You will put together a folder of work that shows what you have learned on your course. There may be a small amount of work you need to do at home in between classes. Your tutor will discuss your progress regularly and keep a record of how you are getting on and will arrange extra help if you need it. However, please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place for you in advance. Eg: dyslexia, ADHD, disability, learning difficulty.

Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. EG: dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Aspire Centre, 1-2 market Row, Great Yarmouth, Norfolk NR30 1PB

Programme Costs:

The course is free to all 16-18 year old learners. The cost of any essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662429
learner.services@norfolk.gov.uk

The closing date for this programme is 03/09/2012

Entry Requirements:

This is an Entry3/Level 1 course aimed at 16-18 year old learners.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: ends Jun 2012

Start and Finish Times: 1.00 - 3.00 pm

Attendance: Wednesdays only

Closing Date: 29/06/2012

About this Opportunity:

Explore and CreateDevelop personal skills and abilities through drama, art and music. A course designed to give you the opportunity to experience some of the following activities - art, craft, music, drama and movement. Developing teamwork skills and working towards achieving your own personal goals.This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Access and Design, Skills for Everyday Life

Venue(s):

Great Yarmouth, Mill Lane Centre, Bradwell, Great Yarmouth, Norfolk

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00 am

Attendance: Tuesday mornings

Closing Date: 29/06/2012

About this Opportunity:

Experience and GrowLearn and practice skills for independent living, e.g. cookery, gardening, shopping and travel, using new skills to plan events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving your own goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Skills for Everyday Life.

Venue(s):

First Move, Artillery Square, Great Yarmouth, Norfolk NR30 2LR

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Experience and Grow - Gt Yarmouth

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.00 - 3.00 pm

Attendance: Thursday afternoons

Closing Date: 29/06/2012

About this Opportunity:

Experience and GrowLearn and practice skills for independent living, e.g. cookery, gardening, shopping and travel, using new skills to plan events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving your own goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Skills for Everyday Life.

Venue(s):

Gt Yarmouth Suffolk Road, Suffolk Road, Great Yarmouth, Norfolk NR31 0QB

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Application Details

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

You've Got Talents - Gt Yarmouth

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 17 weeks

Start and Finish Times: 10am - 2pm

Attendance: Fridays

Closing Date: 31/12/2012

About this Opportunity:

You've Got Talents! - will help you be more aware of the skills you need to support yourself. Groups will create a resource which can be accessed and used to help others in your community when it is their turn to move on and into their own home.

Venue(s):

Go to www.helpyouchoose.org on the web

Application Details

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19.

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Foundation Learning

YMCA Training Norwich

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Up to 30 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/08/2013

About this Opportunity:

If you're unsure about what to do next or if you don't have the confidence and skills to move straight into an apprenticeship, employment with training or further education, then Foundation Learning could be for you.

The course is flexible and tailored to your needs so you can take it at your own pace, and we will support and guide you the whole way. Start and finish times are 9.00am to 4.00pm and your timetable will vary according to your needs. You can start on the course at any time throughout the year, as we have no fixed term times.

You get a individual training programme to help develop your individual skills and help you progress to where you want to be. You can move onto an apprenticeship, employment with training, further education or independent living from this programme.

You can: *Develop an understanding of a range of job opportunities *Experience a working environment with employers *Further develop your English, Maths and ICT skills in a work setting *Take control of your personal development *Experience activities like cooking and community projects.

With Foundation Learning you can achieve: *City & Guilds Employability & Personal Development Award *City and Guilds Level 1 Award in Retail Skills *Functional Skills in English, Maths and ICT at an appropriate level for you *More confidence in setting your own targets for your personal and social development *Training in health and safety and other areas to help you succeed in work

Venue(s):

YMCA Training Norwich, Diamond House, Diamond Road, Norwich, Norfolk NR6 6BT

Programme Costs:

No cost. The course is free.

Contact:

Susan Roberts

01603 620642

s.roberts@ymcatraining.org.uk

The closing date for this programme is 31/08/2013

Entry Requirements:

Learners must be below Level 2, and suitability for the course is determined by interview.

YMCA Training Norwich

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Up to 30 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/08/2014

About this Opportunity:

If you're unsure about what to do next or if you don't have the confidence and skills to move straight into an apprenticeship, employment with training or further education, then Foundation Learning could be for you.

The course is flexible and tailored to your needs so you can take it at your own pace, and we will support and guide you the whole way. Start and finish times are 9.00am to 4.00pm and your timetable will vary according to your needs. You can start on the course at any time throughout the year, as we have no fixed term times.

You get a individual training programme to help develop your individual skills and help you progress to where you want to be. You can move onto an apprenticeship, employment with training, further education or independent living from this programme.

You can: *Develop an understanding of a range of job opportunities *Experience a working environment with employers *Further develop your English, Maths and ICT skills in a work setting *Take control of your personal development *Experience activities like cooking and community projects.

With Foundation Learning you can achieve: *City & Guilds Employability & Personal Development Award *City and Guilds Level 1 Award in Retail Skills *Functional Skills in English, Maths and ICT at an appropriate level for you *More confidence in setting your own targets for your personal and social development *Training in health and safety and other areas to help you succeed in work

Venue(s):

YMCA Training Norwich, Diamond House, Diamond Road, Norwich, Norfolk NR6 6BT

Programme Costs:

No cost. The course is free.

Contact:

Susan Roberts

01603 620642

s.roberts@ymcatraining.org.uk

The closing date for this programme is 31/08/2014

Entry Requirements:

Learners must be below Level 2, and suitability for the course is determined by interview.

Information and Communication Technology (ICT) Functional Skills

Broadland Council Training Services

Application Details

Qualification: Other (Level 1)

Start Date: Various

Length: Up to 26 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

Functional Skills are accessible and flexible qualifications which develop practical skills in English, Maths and ICT including communication, team working, presentation and problem solving. ICT consists of an onscreen test at each level.

Venue(s):

Broadland Council Training Services, 9 Hellesdon Park Road, Norwich, Norfolk NR6 5DR

Contact:

Pippa Bennett

pippa.bennett@broadland.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Assessed on an individual basis.

Mix It

Broadland Council Training Services

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: 26/09/2012

Length: 6 months

Start and Finish Times: 9.30am - 3.45pm

Attendance: 3 days (possibly going to 5 days)

Closing Date:

About this Opportunity:

Are you 16 – 18 years old and looking for flexible and individual training? Mix It is a training programme that allows you to choose a range of learning options. As part of Mix It you will take part in vocational subjects, functional skills, personal & social development and next steps. Our vocational subjects are sports, fitness & healthy living, art and design, and music technology, customer service, business admin and equine. You can also take part in community engagement projects. Functional skills covers literacy, numeracy and ICT and their practical uses in today's world. Mix It will support you in deciding what your next steps will be; College? Work? Or Further Training? Next Steps will cover CV's, letter writing, applications and interview techniques; giving you the resources and confidence to move on to your next step. Literacy and Numeracy support is available on all BCTS training programmes. Mentor support is available for all learners. We will pay all travel expenses and the programme is free to all learners under 19 years old. Number of Places Available: 60

Venue(s):

Broadland Council Training Services, 9 Hellesdon Park Road, Norwich, Norfolk NR6 5DR

Contact:

Stephanie Middleton

01603 484102

stephanie.middleton@broadland.gov.uk

Entry Requirements:

No entry requirements

Programme Costs:

The programme is free to all learners under 19 years old.

Burst - ESF

Broadland Council Training Services

Application Details

Qualification: Vocational (Level 1)

Start Date: 05/03/2012

Length: 3 weeks

Start and Finish Times: 9.30 till 3.45pm

Attendance:

Closing Date: 06/08/2012

About this Opportunity:

Vocational taster training in healthy living, sport cooking and equine. Team Building. Career advice and guidance, next steps. Activities art days at Cromer and Wells. ICT functional skills, work experience. Level 1 Award in Progression (6 August to 24 August 2012) - 15 Places Level 1 Award in Workbased Horse Care - March dates only (5 March to 23 March 2012) - 15 Places Employability Skills Work Experience Next Steps Personal Development Team Skills Training Centre has cooking facilities, drinks machine, first aid, minibus, equipment for sport and cooking, protective equipment for equine. Food is provided on activity days. Team room for activities use of the UEA sports facilities. Learner needs to have packed lunches and suitable clothing for sport/equine i.e. trainers.

Venue(s):

Broadland Council Training Services, 9 Hellesdon Park Road, Norwich, Norfolk NR6 5DR

Programme Costs:

None - ESF Funded

Contact:

Darren Slowther

01603 785858

darren.slowther@broadland.gov.uk

The closing date for this programme is 06/08/2012

Entry Requirements:

16-18 Pre NEET / NEET

Countryside Skills - 16-18 Foundation Learning - Holt

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in a career in the land-based industry. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

NOCN Level 1 Award & Certificate in Progression
Wildlife and conservation
Horticulture
Animal care
Practical woodland skills

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English
maths
ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:
Help with childcare, travel arrangements
Further advice or guidance about courses or career opportunities
Specific learning, access or disability needs that might affect learning

Venue(s):

Holt Hall, Kelling Road, Holt, Norfolk NR25 7DU

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31 st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the land-based industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days per week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in the leisure industry. It is delivered in 3 blocks of 10 weeks, over 2 to 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

Edexcel BTEC Level 1 Certificate in Sport and Active Leisure

Taking part in sport

Developing personal fitness

Managing your health at work

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English

maths

ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

Help with childcare, travel arrangements

Further advice or guidance about courses or career opportunities

Specific learning, access or disability needs that might affect learning

Venue(s):

Holt Youth Project, Old Station Way, Holt, Norfolk NR25 6DH

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the leisure industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Foundation Learning Programme - Level E3 and 1: BTEC Sport and Active Leisure

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Blocks of 10 weeks

Start and Finish Times: 10am - 4pm

Attendance: Tues, Wed, Fri

Closing Date: 03/09/2012

About this Opportunity:

You will undertake this programme in three 10 week blocks. You can join the programme at the start of each block - the first block starts 17th Jan 2012 and will be able to gain qualifications on each block, or continue your learning for a larger/higher qualification award at the end of your programme. The programme will focus on these areas of development:

Vocational Skills

participating in sport and exercise, health and safety in sport

assisting sports events

jobs in sport

Personal and Social Development PSD. - covers activities to improve your learning and teamwork skills

Maths, English & ICT.

This is an introduction to the basic skills required for sport, coaching, keeping fit and organising sporting events. It is a practical course that requires a good level of fitness and most importantly a devotion and willingness to take part and try new sports. You will learn how to participate in a range of sports and exercise sessions, to identify and use equipment correctly and to learn the basics of improving health and safety. You will also learn how to review sporting performance and the skills necessary to take part in a range of different sport and exercise activities. It will be mostly practical but there is an element of research and assignment tasks. The Functional Skills in literacy, numeracy and ICT are delivered on a personal level, after assessment, from Entry level up to and including Level 2. The programme is intended to give you an opportunity to 'sample' the skills involved in the sports and fitness industry and allow you to make an informed decision about sports and fitness as a career path. Additional Learner Support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg: dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Holt Youth Project, Old Station Way, Holt, Norfolk NR25 6DH

Programme Costs:

This course is free if you are 16-18 year old. The cost of any essential learner resources may be covered by Adult Education subject to approval. You may be able to claim travel costs for mileage or public transport

Contact:

Customer Service Centre (Norfolk County Council)
07827 662429
learner.services@norfolk.gov.uk

The closing date for this programme is 03/09/2012

Entry Requirements:

There are no entry requirements for the course, however you will need a very high level of commitment, along with some basic literacy and numeracy to complete the course

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Blocks of 10 weeks

Start and Finish Times: 10am - 4pm

Attendance: Tues and Wed

Closing Date: 03/09/2012

About this Opportunity:

This is a practical course based at Holt Youth Project. It is an ideal starting point for people who are interested in working outdoors and learning some countryside skills. The programme is intended to give you a taste of a range of outdoor skills so you can decide if this might be the right choice of career for you. You will undertake this programme in three 10 week blocks. You can join the programme at the start of each block - the first block is due to start 17th June 2012. You can continue from block to block to upgrade your Level 1 Award to a L1 Certificate and gain further functional skills. The programme will focus on three areas of development: Vocational Skills- environmental conservation, countryside skills (including health and safety); horticulture Personal and Social Development (PSD) Maths, English, ICT (FS) The PSD and FS will be embedded in the vocational skills as much as possible. Maths, English and ICT functional skills are delivered on a personal level to match your needs. When you have completed all 3 blocks you will be able to gain a City and Guilds Level 1 Certificate in Land Based Studies, and OCR Functional Skills in English, Maths and ICT. Additional Learner Support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. EG: dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Holt Youth Project, Old Station Way, Holt, Norfolk NR25 6DH

Programme Costs:

The cost of any essential learner resources may be covered by Adult Education subject to approval. You may be able to claim travel costs for mileage or public transport. You will need to bring a packed lunch.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662429
learner.services@norfolk.gov.uk

The closing date for this programme is 03/09/2012

Entry Requirements:

There are no entry requirements for the course, however you will need a very high level of commitment, along with some basic literacy and numeracy to complete the course

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 17 weeks

Start and Finish Times: 10am - 2pm

Attendance: Fridays

Closing Date: 31/12/2012

About this Opportunity:

You've Got Talents! - will help you be more aware of the skills you need to support yourself. Groups will create a resource which can be accessed and used to help others in your community when it is their turn to move on and into their own home. Aimed at young people aged 16-19. Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Venue(s):

Holt Day Centre, Charles Road, Holt, Sheringham, Norfolk NR25 6DA

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: ends Jun 2012

Start and Finish Times: 1.15 - 3.15pm

Attendance: Thursdays only

Closing Date: 29/06/2012

About this Opportunity:

Explore and CreateDevelop personal skills and abilities through drama, art and music. A course designed to give you the opportunity to experience some of the following activities - art, craft, music, drama and movement. Developing teamwork skills and working towards achieving your own personal goals.This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Access and Design, Skills for Everyday Life

Venue(s):

Holt Day Centre, Charles Road, Holt, Sheringham, Norfolk NR25 6DA

Programme Costs:

Young people aged 16 - 19 fully funded. If you are 19+ there may be funding available, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 19.

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 10.00 - 12.00 am

Attendance: Friday mornings

Closing Date: 29/06/2012

About this Opportunity:

Experience and Grow Learn and practice skills for independent living, e.g. cookery, gardening, shopping and travel, using new skills to plan events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving your own goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Skills for Everyday Life.

Venue(s):

Holt Day Centre, Charles Road, Holt, Sheringham, Norfolk NR25 6DA

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Motor Vehicle - 16-18 Foundation Learning

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 1 Years

Start and Finish Times: 9.30 - 4.30

Attendance: 3 days/week

Closing Date: 31/12/2012

About this Opportunity:

This course is for young people interested in motor vehicles. It is delivered in 3 blocks of 10 weeks, over 3 days per week over a year. You can join at the start of any block, we offer 4 blocks every year. Includes:

- IMI Entry Level 3 Certificate & Level 1 Award in Introduction to Vehicle Technologies
- Routine vehicle maintenance
- Engine components
- Motor vehicle systems e.g. brakes

NOCN L1 Award in Progression (PSD) Personal Social Development

OCR functional skills up to Level 2 in:

English
maths
ICT

Number of Places Available: 12 – further courses on demand

Additional support is available with the following if applicable:

- Help with childcare, travel arrangements
- Further advice or guidance about courses or career opportunities
- Specific learning, access or disability needs that might affect learning

Venue(s):

Open Road, 17 Rollesby Road, King's Lynn, Norfolk PE30 4LS

Programme Costs:

Free to 16-18 year olds. Those who are 16-18 on 31 st of August in the academic year the course starts.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Courses for 16-18 year olds interested in taking an active and engaging step towards a career in the motor vehicle industry. The course provides new experiences and a route into employment and or additional training/Apprenticeships.

Foundation Learning - King's Lynn

CfBT Education Trust Include

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 25 weeks

Start and Finish Times: 9.30 - 3.30

Attendance: 4 days per week

Closing Date: 01/08/2012

About this Opportunity:

The programme is up to 25 weeks and is for young people between 16-18. We offer functional skills qualifications Entry 1-Level 1 in Maths, English and ICT. We also offer a NOCN qualification at Entry 3-Level 1 around PSD - Step-Up. This is at both Award or Certificate level. We offer support for all the young people to enable them to take part in work experience and community placements. All young people receive individual advice and guidance relating to the wide range of their personal needs and signposting to the relevant agencies if required. We focus on future careers and positive destinations for each young person. Support is given to allow young people to receive EMA (providing they are a continuing learner and received EMA in 20010-11) or the new Bursery Fund/Enhanced Bursery. Additional Support on Offer: Advice and guidance on both personal and educational matters.

Venue(s):

Unit 4, Bryggen Road, North Lynn Industrial Estate, King's Lynn, Norfolk PE30 2HZ

Programme Costs:

No cost to young person.

Application Details

Contact:

Amanda Bayfield

abayfield@cfbt.com

The closing date for this programme is 01/08/2012

Entry Requirements:

16-18 (can turn 19 whilst on the course)

Pre-apprentice Programme

College of West Anglia

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 30 weeks approximately

Start and Finish Times: 10.00am - 3.30pm

Attendance: Variable

Closing Date: 31/07/2012

About this Opportunity:

Opportunity to try a vocational area, gain qualifications and then have a work placement leading to an apprenticeship. Areas offered construction, childcare, customer service. Qualifications and Accreditation: Key Skills level 1 and 2 Enterprise Maths and English Play work Award, Certificate Level 1 and 2 Construction Customer Services Other outcomes: Personal Development CV's Employability Skills Problem Solving The programme is delivered away from the main college campus in a purpose build venue.

Venue(s):

, , ,

Application Details

Contact:

Julie Chaplin

01553 815315

jchaplin@col-westanglia.ac.uk

The closing date for this programme is 31/07/2012

Entry Requirements:

Not in education, employment or training.

Programme Costs:

None

Business & Administration - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 52 weekd

Start and Finish Times: 09.15am - 4.00pm

Attendance: 3 days per weel

Closing Date: 30/09/2012

About this Opportunity:

This course is aimed at the learner wanting to work in administration role in an office environment. Whilst in centre 3 days a week the learner will be working towards the following qualifications. Level 1 in Business & Administration - Award & Certificate Level 1 Personal & Social Development - Award & Certificate English Entry Level 1, 2, 3 and Level 1 & 2 Maths Entry Level 1, 2, 3 and Level 1 & 2 ICT Entry Level 1, 2, 3 and Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg

01553 762599

amandawagg@ntskingslynn.co.uk

The closing date for this programme is 30/09/2012

Entry Requirements:

Less than 5 GCSE passes grades A - C. No Level 2 qualification in the vocational subject.

Basic Construction Skills - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 52 weeks

Start and Finish Times: 09.15am - 4.00pm

Attendance: 3 days per week

Closing Date: 30/09/2012

About this Opportunity:

This course is aimed at the learner who would like to work in the construction sector, the qualification covers multiskills - plumbing, bricklaying, woodwork, painting & decorating and plastering. Whilst in centre 3 days per week the qualifications covered will be. Level 1 Basic Construction Skills - Award, Certificate & Diploma Level 1 Personal & Social Development - Award & Certificate English Entry Level 1, 2, 3 and Level 1 & 2 Maths Entry Level 1, 2, 3, and Level 1 & 2 ICT Entry Level 1, 2, 3 and Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg

01553 762599

amandawagg@ntskingslynn.co.uk

The closing date for this programme is 30/09/2012

Entry Requirements:

Less than 5 GCSE passes grades A - C. No level 2 qualification in the vocational subject

Vehicle Maintenance - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Up to 1 Years

Start and Finish Times: 09.15 - 04.00pm

Attendance: 3 days

Closing Date: 31/12/2012

About this Opportunity:

This course is aimed at the learner who would like to work in the vehicle maintenance industry and during the 3 days in centre would be working towards the following qualifications. Vehicle Maintenance - Level 1 Award, Certificate & Diploma Personal & Social Development - Level 1 Award & Certificate English - Entry Level 1, 2, 3, Level 1 & 2 ICT - Entry Level 1, 2, 3, Level 1 Mathematics - Entry Level 1, 2, 3, Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg
01553 762599
amandawagg@ntskingslynn.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Less than 5 GCSE passes grades A - C
no level 2 qualification in the vocational area.

Basic Construction Skills/Woodwork - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Up to 52 Weeks

Start and Finish Times: 9.15 - 4.00

Attendance: 3 days per week

Closing Date: 31/12/2012

About this Opportunity:

This course is aimed at the learner who would like to work in the carpentry/joinery sector. Learner would be working towards the following qualifications over the three days in centre. Basic Construction Skills - Level 1 Award, Certificate & Diploma Personal & Social Development - Level 1 Award & Certificate English - Entry Level 1, 2, 3, Level 1 & 2 ICT - Entry Level 1, 2, 3, Level 1 Mathematics - Entry Level 1, 2, 3, Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg
01553 762599
amandawagg@ntskingslynn.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Less than 5 GCSE passes grade A-C
No level 2 qualification in the vocational area

Programme Costs:

Fully funded for all learners

Business & Administration - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 52 weekd

Start and Finish Times: 09.15am - 4.00pm

Attendance: 3 days per weel

Closing Date: 30/09/2012

About this Opportunity:

This course is aimed at the learner wanting to work in administration role in an office environment. Whilst in centre 3 days a week the learner will be working towards the following qualifications. Level 1 in Business & Administration - Award & Certificate Level 1 Personal & Social Development - Award & Certificate English Entry Level 1, 2, 3 and Level 1 & 2 Maths Entry Level 1, 2, 3 and Level 1 & 2 ICT Entry Level 1, 2, 3 and Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg

01553 762599

amandawagg@ntskingslynn.co.uk

The closing date for this programme is 30/09/2012

Entry Requirements:

Less than 5 GCSE passes grades A - C. No Level 2 qualification in the vocational subject.

Basic Construction Skills - Foundation Learning

Norfolk Training Services King's Lynn

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 52 weeks

Start and Finish Times: 09.15am - 4.00pm

Attendance: 3 days per week

Closing Date: 31/12/2012

About this Opportunity:

This course is aimed at the learner who would like to work in the construction sector, the qualification covers multiskills - plumbing, bricklaying, woodwork, painting & decorating and plastering. Whilst in centre 3 days per week the qualifications covered will be. Level 1 Basic Construction Skills - Award, Certificate & Diploma Level 1 Personal & Social Development - Award & Certificate English Entry Level 1, 2, 3 and Level 1 & 2 Maths Entry Level 1, 2, 3, and Level 1 & 2 ICT Entry Level 1, 2, 3 and Level 1 & 2

Venue(s):

Norfolk Training Services, Unit B, Simon Scotland Road, Hardwick Industrial Estate, King's Lynn, Norfolk PE30 4JF

Contact:

Amanda Wagg

01553 762599

amandawagg@ntskingslynn.co.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Less than 5 GCSE passes grades A - C. No level 2 qualification in the vocational subject

01 Beyond the Bump Basic Skills - King's Lynn

Action Training

Qualification: Vocational (Level 1)

Start Date: Various

Length: 10 weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

BtB is a programme designed for young parents and parents-to-be with an aim to re-engage learners with education, offer supportive friendships and networks. Programme will help with improving basic skills and parenting skills and attendance to parent toddler group if necessary. Courses are also offered at Fakenham, Mundesley and King's Lynn.

Venue(s):

Action Training King's Lynn, The Old Rectory , 26 Gayton Road, King's Lynn, Norfolk PE30 4DZ

Programme Costs:

No costs, child care support available through 'Care to Learn'

Application Details

Contact:

Emma Croucher
01553 761267
Emma.croucher@actionforchildren.org.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

An interview and basic skills assessment.

The Future Factor - King's Lynn

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 17 weeks

Start and Finish Times: 10am - 2pm

Attendance: Wednesdays

Closing Date: 31/12/2012

About this Opportunity:

The Future Factor - will develop and raise awareness to work skills. Groups will create a resource to help employers who are considering employing people with learning difficulties and disabilities to better understand and support their staff in the workplace. Also, create a resource to help others who may be finding it difficult to know what to do, where to go or who to see to access local work opportunities.

Venue(s):

7th King's Lynn Scout Headquarters, Portland Place, South Lynn, King's Lynn, Norfolk PE30 5LZ

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Application Details

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19

Action Training

Qualification: Foundation Learning (Level 1)

Start Date: 16/04/2012

Length: 24 weeks

Start and Finish Times: 09.30 - 15.00

Attendance: Monday - Thursday

Closing Date: 16/04/2012

About this Opportunity:

A course designed to give young people the chance to improve their English, Maths and ICT grades. Also offering the opportunity for young people to gain additional qualifications while gaining the skills needed to move on into employment, apprenticeships or college. Small group sizes (maximum of 10). This course is especially suitable for young people with low self confidence and those who have no clear idea of career/further education choices.

Venue(s):

NCH E2E King's Lynn, The Old Rectory, 26 Gayton Road, King's Lynn, Norfolk PE30 4DZ

Programme Costs:

No cost to learners. Reasonable travel costs reimbursed.

Application Details

Contact:

Emma Croucher

01553 761267

emma.croucher@actionforchildren.org.uk

The closing date for this programme is 16/04/2012

Entry Requirements:

No entry requirements

Norfolk Adult Education

Application Details

Qualification: Vocational (Level 2)

Start Date: 18/04/2012

Length: 24 weeks

Start and Finish Times: 1.30pm - 4.00pm

Attendance: Wednesday afternoon

Closing Date: 18/04/2012

About this Opportunity:

This course is a nationally recognised level 2 qualification for Teaching Assistants in schools and will be delivered over the period of an academic year. The course aimed at Teaching Assistants with an established paid or voluntary role of a minimum of 6 hours within school and an enhanced CRB clearance in place. Learners will provide evidence of their work in school, knowledge and developing practice in supporting pupils during their learning including school procedure and policies, equality, diversity and inclusion, child development, health and safety, communication and developing relationships, promoting positive behaviour and improving own and team practice. The course is taught over the period of a year including 23 taught sessions and you will have the opportunity to achieve L2 maths and English qualifications as required. These skills are also developed throughout the course. Your completed portfolio will include a number of assignments and written evidence covering your practice and knowledge, two observations of your work in school as a Teaching Assistant. You should anticipate approximately 4 hours homework per week. On-going assessment throughout the course including regular written and verbal feedback from your tutor and support during individual tutorials. There is no final examination; the final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio. Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg, dyslexia, ADHD, disability, learning difficulty.

Venue(s):

West Norfolk PDC, King's Lynn, Kilham's Way, King's Lynn, Norfolk PE30 2HU

Programme Costs:

The course is free to all learners aged 16-18 (LR Funding) The cost of essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
01603 306566
heather.habbin@norfolk.gov.uk

The closing date for this programme is 18/04/2012

Entry Requirements:

Enrolment is subject to successful completion of a pre-course guidance interview. Before enrolment we recommend the completion of the 4 week introduction course 'Formal First Steps'.

The Future Factor - Long Stratton

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 14 weeks

Start and Finish Times: 10am - 2pm

Attendance: Mondays

Closing Date: 31/12/2012

About this Opportunity:

The Future Factor - will develop and raise awareness to work skills. Groups will create a resource to help employers who are considering employing people with learning difficulties and disabilities to better understand and support their staff in the workplace. Also, create a resource to help others who may be finding it difficult to know what to do, where to go or who to see to access local work opportunities.

Venue(s):

Harker House, Flowerpot Lane, Long Stratton, Norfolk NR15 2TS

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19

Foundation Learning

Lifeskills

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: Approx 24 weeks

Start and Finish Times: 09.00-13.00 or 13.30-17.30

Attendance: Mon-Thu

Closing Date: 02/07/2012

About this Opportunity:

If you are aged 16-18 and not in education, employment or training then one of our Foundation Learning courses could be for you. Along with the below work related vocational qualifications you will gain certificates in Maths, English and ICT. We have courses available in the mornings and afternoons to suit you and your lifestyle. You will also earn while you learn with our bonus system. You can earn up to £350 in bonus payments while training for your next career move. We also pay for travel costs on public transport. So what are you waiting for..... Give us a call today to enrol onto one of courses. Music Practitioner – 501 06569 Business Admin – 500 61227 Caring for Children – 500 90094 Nail and Beauty – 500 63479 Additional Support on Offer: All learners offered one-to-one support and regular reviews. Web Link: www.learnaliving.co.uk

Venue(s):

Lifeskills, 28 Gordon Road, Lowestoft, Suffolk NR32 1NL

Programme Costs:

None to the learner. We also pay for travel (public transport).

Application Details

Contact:

Leon Bernasconi
01502 512839
leon@learnaliving.co.uk

The closing date for this programme is 02/07/2012

Entry Requirements:

16-18 year olds

01 Beyond the Bump Basic Skills - Mundesley

Action Training

Qualification: Vocational (Level 1)

Start Date: Various

Length: 10 weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

BtB is a programme designed for young parents and parents-to-be with an aim to re-engage learners with education, offer supportive friendships and networks. Programme will help with improving basic skills and parenting skills and attendance to parent toddler group if necessary. Courses are also offered at Fakenham, Mundesley and King's Lynn.

Venue(s):

Poppylands Sure Start, Trunch Road, Mundesley, Norfolk NR11 8LE

Programme Costs:

No costs, child care support available through 'Care to Learn'

Application Details

Contact:

Emma Croucher

01553 761267

emma.croucher@actionforchildren.org.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

An interview and basic skills assessment.

Employability Level 1 Foundation

Paston Sixth Form College

Application Details

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 6 weeks

Start and Finish Times:

Attendance:

Closing Date: 28/10/2012

About this Opportunity:

If you expect to achieve mainly grades D, E or below at GCSE and are looking for a different way of learning new skills, Foundation Learning may be for you. Foundation Learning at Paston is about more than achieving qualifications. Each course has been designed to make you more employable by raising your confidence, unlocking your hidden talents and supporting your personal development. We will help you to develop skills in speaking, writing, and using numbers and IT as you work on projects and assignments. You will learn about different areas of employment through placements, trips and visiting speakers. You will have a personalised programme/timetable which is flexible and allows you to proceed at your own pace to meet your goals. Each unit you complete earns a "credit", so you will build qualifications step by step or "bank" them for use later in building a qualification. You can choose from three programmes • Community • Employability • Pre – Apprenticeship

EMPLOYABILITY "Employability" is a course designed for you as an individual. You can enrol throughout the year as new courses start every six weeks. The course is flexible in length to suit your needs. The course is designed to develop the skills, knowledge and understanding that will prepare you for employment, an apprenticeship or further study "I came on to the Employability programme because my GCSE results were not what I had hoped for after a difficult time at school. I started in January 2011 as I had missed the September intake for college. The qualifications I gained helped me move onto a level 1 course at Paston this year, which will open up a range of career options." Demi Davies, on the Level 1 Community course at Paston What will I do on the course?

Job search, applications, interviews, practical tips and support
Improve your CV – both how it looks and what it says about you

Reality checks - is your chosen path right for you?

Improve literacy and numeracy through projects/assignments

Teamwork - how to get on with others and work effectively to get things done

Strategies for overcoming problems, that really work

Action planning - if you fail to plan, you plan to fail - get it down on paper and stick to it with our help

What Qualifications will I achieve?

Preparing for Employment Award

Sustainable Development Award

Money Management Award

Functional Skills in Mathematics, English and ICT

Personal and Social Development Award

How will you be assessed?

a portfolio of evidence showing that you can perform a range of skills competently

Tests on functional Skills. It is possible to re-sit these if you do not pass first time.

Venue(s):

Paston Sixth Form College, Grammar School Road, North Walsham, Norfolk NR28 9JL

Contact:

Sally Webster

01692 402334

findoutmore@paston.ac.uk

The closing date for this programme is 28/10/2012

Entry Requirements:

An interest in employment or an Apprenticeship

A satisfactory reference

You must be between 16 and 18 years old

Explore and Create - North Walsham

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: ends Jun 2012

Start and Finish Times: 10.00 - 12.00 noon

Attendance: Thursdays only

Closing Date: 29/06/2012

About this Opportunity:

Explore and CreateDevelop personal skills and abilities through drama, art and music. A course designed to give you the opportunity to experience some of the following activities - art, craft, music, drama and movement. Developing teamwork skills and working towards achieving your own personal goals.This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Discover and Learn, Experience and Grow,

Access and Design, Skills for Everyday Life

Venue(s):

North Walsham, Sacred Heart Catholic Church Norwich Road, North Walsham, Norfolk NR28 9JP

Programme Costs:

Young people aged 16 - 19 fully funded. If you are 19+ there may be funding available, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 - 19.

Norfolk Adult Education

Application Details

Qualification: Vocational (Level 2)

Start Date: 17/04/2012

Length: 24 weeks

Start and Finish Times: 12.30pm - 3.00pm

Attendance: Tuesday afternoon

Closing Date: 17/04/2012

About this Opportunity:

This course is a nationally recognised level 2 qualification for Teaching Assistants in schools and will be delivered over the period of an academic year. The course aimed at Teaching Assistants with an established paid or voluntary role of a minimum of 6 hours within school and an enhanced CRB clearance in place. Learners will provide evidence of their work in school, knowledge and developing practice in supporting pupils during their learning including school procedure and policies, equality, diversity and inclusion, child development, health and safety, communication and developing relationships, promoting positive behaviour and improving own and team practice. The course is taught over the period of a year including 23 taught sessions and you will have the opportunity to achieve L2 maths and English qualifications as required. These skills are also developed throughout the course. Your completed portfolio will include a number of assignments and written evidence covering your practice and knowledge, two observations of your work in school as a Teaching Assistant. You should anticipate approximately 4 hours homework per week. On-going assessment throughout the course including regular written and verbal feedback from your tutor and support during individual tutorials. There is no final examination; the final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio. Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg, dyslexia, ADHD, disability, learning difficulty.

Venue(s):

The Function Room, The Black Swann, Black Swann Loke, North Walsham, Norfolk NR28 9BX

Programme Costs:

The course is free to all learners aged 16-18 (LR Funding) The cost of essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
01603 306566
heather.habbin@norfolk.gov.uk

The closing date for this programme is 17/04/2012

Entry Requirements:

Enrolment is subject to successful completion of a pre-course guidance interview. Before enrolment we recommend the completion of the 4 week introduction course 'Formal First Steps'.

U-Phorm - Adrenalin Rush Extreme

ITS Training Services

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 6 weeks

Start and Finish Times: Flexible

Attendance: 3 day residential, followed by one to one or small group sessions throughout the week

Closing Date: 31/12/2012

About this Opportunity:

Level 1 or 2 City and Guilds Improving Own Learning and Performance is the official qualifications. Adrenalin Rush Extreme residential is not for the faint hearted! When arriving at Stubbers Adventure centre, the first team challenge will involve waterways, underground tunneling, and 20 foot high wall as part of Castle Siege which will be the theme throughout. Conquering the castle will involve a team effort with the first challenge being completed within a few hours of arrival. Nighttime activities will include "Finding the Earl" located deep in Stubbers woods and bringing him back to the campsite. All weather survival gear will be provided to survive the night in rain, sleet, or snow should the opportunity present itself. A camp fire with evening snacks are an essential part of challenge. While students decide their own bed time on arrival, they are held accountable to be asleep (or stay awake) as early (or late!) as was agreed by the group, which is often a challenge within itself before the fun begins in the morning. Day 2 will involved a 6am start with a hike back to the main Stubbers camp for breakfast and start on the day's activities. Backpacks and camping gear provided earlier must be packed in accordance with instructions. A military style obstacle course, 7 story climbing tower, zip lines, and other team challenges will be part of the day with a goal of 100% participation. Activities are subject to change without notice based on group dynamic. Special food requirements will be catered for with meal time etiquette part of the training process. By nightfall of day 2, students are made aware of the benefits of shelter and respect for modern indoor accommodation including bunk beds, showers, and all the luxuries that you would expect from a job well done. Day 3 rewards will involve a celebration of the journey completed with jet ski rides, banana boat, and/or power boat racing. After breakfast, students are provided with a direct character analysis with tutors providing candid but constructive feedback of personal strength and weakness, skills, and in some cases how conflict could have been dealt with differently in the future. The day is completed with a final word from the team captain an outstanding personal development awards presented. At the end of your 3 day Adventure, you will be teamed up with a tutor who will review your personal goal and guide you through ways to achieve them, which may include but not be limited to physical fitness, nutrition, progression to college, or employment. Additional Support on Offer: Transport, gym membership, clothing for progression to job interviews. www.u-phorm.com

Venue(s):

Stubbers Adventure Centre, Ockendon Road, Upminster, Essex

Programme Costs:

Entirely funded. No cost implications and financial insentives up to £100 per learner based on needs, which may include areas such as gym membership or clothing.

Application Details

Contact:

Chris Rademacher
01394 458524
chris.rademacher@u-phorm.com

The closing date for this programme is 31/12/2012

Entry Requirements:

14-16 year old who need something different and more motivating than current opportunities at school. 16-18 year olds who are out of school, but not currently in education, training, or employment. There are no entry requirements and the course is designed as a stepping stone into something bigger and better.

Discover and Learn - Sheringham

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.30 - 3.30 pm

Attendance: Friday only

Closing Date: 29/06/2012

About this Opportunity:

Discover and Learn Play an active role in your community to plan and carry out events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving you own personal goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Experience & Grow,

Explore & Create, Skills for Everyday Life.

Venue(s):

Sheringham Oddfellows Hall, Lifeboat Plain, Sheringham, Norfolk NR26 8BG

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16-19.

The Future Factor - Norwich

Norfolk Adult Education

Application Details

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 20 weeks

Start and Finish Times: 10am - 1pm

Attendance: Wednesdays

Closing Date: 31/12/2012

About this Opportunity:

The Future Factor - will develop and raise awareness to work skills. Groups will create a resource to help employers who are considering employing people with learning difficulties and disabilities to better understand and support their staff in the workplace. Also, create a resource to help others who may be finding it difficult to know what to do, where to go or who to see to access local work opportunities.

Venue(s):

Sprowston Day Centre, Aslake Close, Church Lane, Sprowston, Norwich, Norfolk NR7 8ET

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Contact:

Customer Service Centre (Norfolk County Council)
07827 662 429
learner.services@norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aimed at young people aged 16-19

01 Beyond the Bump Basic Skills - Thetford

Action Training

Qualification: Vocational (Level 1)

Start Date: Various

Length: Up to 10 Weeks

Start and Finish Times:

Attendance:

Closing Date: 31/12/2012

About this Opportunity:

BtB is a programme designed for young parents and parents-to-be with an aim to re-engage learners with education, offer supportive friendships and networks. Programme will help with improving basic skills and parenting skills and attendance to parent toddler group if necessary. Courses are also offered at Fakenham, Mundesley and King's Lynn.

Venue(s):

Action for Children Thetford, 17-19 Raymond Street, Thetford, Norfolk IP24 2EA

Programme Costs:

No costs, child care support available through 'Care to Learn'

Application Details

Contact:

Emma Croucher
01553 761267
Emma.croucher@actionforchildren.org.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

An interview and basic skills assessment.

Foundation Learning - Thetford

CfBT Education Trust Include

Qualification: Foundation Learning (Level 1)

Start Date: Various

Length: 25 weeks

Start and Finish Times: 9.30 - 3.30

Attendance: 4 days per week

Closing Date: 01/08/2012

About this Opportunity:

The programme is up to 25 weeks and is for young people between 16-18. We offer functional skills qualifications Entry 1-Level 1 in Maths, English and ICT. We also offer a NOCN qualification at Entry 3-Level 1 around PSD - Step-Up. This is at both Award or Certificate level. We offer support for all the young people to enable them to take part in work experience and community placements. All young people receive individual advice and guidance relating to the wide range of their personal needs and signposting to the relevant agencies if required. We focus on future careers and positive destinations for each young person. Support is given to allow young people to receive EMA (providing they are a continuing learner and received EMA in 2010-11) or the new Bursery Fund/Enhanced Bursery. Additional Support on Offer: Advice and guidance on both personal and educational matters.

Venue(s):

Unit 53, York Way, Thetford, Norfolk IP24 1EJ

Go to www.helpyouchoose.org on the web

Application Details

Contact:

Amanda Bayfield
abayfield@cfbt.com

The closing date for this programme is 01/08/2012

Entry Requirements:

16-18 (can turn 19 whilst on the course)

Programme Costs:

No cost to young person.

Princes Trust TEAM Programme

Norfolk Fire and Rescue Service

Application Details

Qualification: Other (Level 2)

Start Date: Various

Length: 12 Weeks

Start and Finish Times: 0900 - 1630

Attendance: Daily

Closing Date: 31/12/2012

About this Opportunity:

The Princes Trust is a 12 week self development programme, aimed at 16 -25 year olds. The course aims to equip students with the necessary skills and qualifications to progress their careers. Areas covered are, Team Building, Community Project, Work Experience, Life Skills, Preparation for Work etc

Venue(s):

Princes Trust Thetford Team, Keystone Enterprise Centre Brunel Way, Thetford, Norfolk

Programme Costs:

Free course with funding available towards travel expenses. Does not affect benefit claims.

Contact:

Vickie Bond

07795067383

Victoria.Bond@fire.norfolk.gov.uk

The closing date for this programme is 31/12/2012

Entry Requirements:

Aged between 16 and 25. Not in employment, education or training

Supporting Teaching & Learning Level 2 Certificate - Thorpe St Andrew

Norfolk Adult Education

Application Details

Qualification: Vocational (Level 2)

Start Date: 19/04/2012

Length: 24 weeks

Start and Finish Times: 12.30pm - 3.00pm

Attendance: Thursday afternoon

Closing Date: 18/04/2012

About this Opportunity:

This course is a nationally recognised level 2 qualification for Teaching Assistants in schools and will be delivered over the period of an academic year. The course aimed at Teaching Assistants with an established paid or voluntary role of a minimum of 6 hours within school and an enhanced CRB clearance in place. Learners will provide evidence of their work in school, knowledge and developing practice in supporting pupils during their learning including school procedure and policies, equality, diversity and inclusion, child development, health and safety, communication and developing relationships, promoting positive behaviour and improving own and team practice. The course is taught over the period of a year including 23 taught sessions and you will have the opportunity to achieve L2 maths and English qualifications as required. These skills are also developed throughout the course. Your completed portfolio will include a number of assignments and written evidence covering your practice and knowledge, two observations of your work in school as a Teaching Assistant. You should anticipate approximately 4 hours homework per week. On-going assessment throughout the course including regular written and verbal feedback from your tutor and support during individual tutorials. There is no final examination; the final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio. Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg, dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Thorpe St Andrew Learning Centre, Longfields Road, Thorpe St Andrew, Norwich, Norfolk NR7 0NB

Programme Costs:

The course is free to all learners aged 16-18 (LR Funding) The cost of essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
01603 306566
heather.habbin@norfolk.gov.uk

The closing date for this programme is 18/04/2012

Entry Requirements:

Enrolment is subject to successful completion of a pre-course guidance interview. Before enrolment we recommend the completion of the 4 week introduction course 'Formal First Steps'.

Experience and Grow - Wymondham

Norfolk Adult Education

Qualification: Foundation Learning (Entry Level)

Start Date: Various

Length: 30 weeks

Start and Finish Times: 1.15 - 3.15 pm

Attendance: Wednesday afternoons

Closing Date: 29/06/2012

About this Opportunity:

Experience and GrowLearn and practice skills for independent living, e.g. cookery, gardening, shopping and travel, using new skills to plan events or projects. A course designed to give you the opportunity to work independently and as part of a team, plan and carry out events or group projects through activities such as cooking, gardening, shopping, budgeting and travelling. You will also be working towards achieving your own goals. This is just one of a range of courses developed to appeal to learners with a range of interests and will give the opportunity to:

Identify your own strengths and areas for improvement

Identify and negotiate a group project

Select own tools and materials

Interact with familiar and unfamiliar people

Take part in practical activities

Identify and carry out individual roles within a group project

Recognise and record own achievements

Other courses in the range available are: Access & Design, Discover & Learn,

Explore & Create, Skills for Everyday Life.

Venue(s):

Fairland Hall, Fairland Street, Wymondham, Norfolk NR18 0AN

Programme Costs:

Young people aged 16 - 18 fully funded. If you are 19+ there may be funding, please contact Adult Education.

Application Details

Contact:

Customer Service Centre (Norfolk County Council)

07827 662 429

learner.services@norfolk.gov.uk

The closing date for this programme is 29/06/2012

Entry Requirements:

Aimed at young people aged 16 -19.

Norfolk Adult Education

Application Details

Qualification: Vocational (Level 2)

Start Date: 16/04/2012

Length: 24 weeks

Start and Finish Times: 6.30pm - 9.00pm

Attendance: Monday evening

Closing Date: 16/04/2012

About this Opportunity:

This course is a nationally recognised level 2 qualification for Teaching Assistants in schools and will be delivered over the period of an academic year. The course aimed at Teaching Assistants with an established paid or voluntary role of a minimum of 6 hours within school and an enhanced CRB clearance in place. Learners will provide evidence of their work in school, knowledge and developing practice in supporting pupils during their learning including school procedure and policies, equality, diversity and inclusion, child development, health and safety, communication and developing relationships, promoting positive behaviour and improving own and team practice. The course is taught over the period of a year including 23 taught sessions and you will have the opportunity to achieve L2 maths and English qualifications as required. These skills are also developed throughout the course. Your completed portfolio will include a number of assignments and written evidence covering your practice and knowledge, two observations of your work in school as a Teaching Assistant. You should anticipate approximately 4 hours homework per week. On-going assessment throughout the course including regular written and verbal feedback from your tutor and support during individual tutorials. There is no final examination; the final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio. Additional learner support can be arranged if required. Please email: learner.services@norfolk.gov.uk to advise us of any issues so that support can be put in place to help you. Eg, dyslexia, ADHD, disability, learning difficulty.

Venue(s):

Wymondham High School, Folly Road, Wymondham, Norfolk NR18 0QT

Programme Costs:

The course is free to all learners aged 16-18 (LR Funding) The cost of essential learner resources may be covered by Adult Education subject to approval. Learners may be able to claim travel costs for mileage or public transport.

Contact:

Customer Service Centre (Norfolk County Council)
01603 306566
heather.habbin@norfolk.gov.uk

The closing date for this programme is 16/04/2012

Entry Requirements:

Enrolment is subject to successful completion of a pre-course guidance interview. Before enrolment we recommend the completion of the 4 week introduction course 'Formal First Steps'.

Employment

Apprentice Insurance Advisor

Anglia Healthcare

Application Details

Hours : 37.5 hour per week

Type : Employment

Wage : £150 per week

Closing Date : 29-February-2012

About this Opportunity

You will start off taking general administration duties including :- answering the telephone, filing, photocopying, faxing, sending out letters and any other duties as required.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15775** into the quick search at www.helpyouchoose.org/jobs

Apprentice Hairdresser

Country Salon

Application Details

Hours : 30 - 40 hours per week.

Type : Employment

Wage : £2.60 per hour (Apprentice Rate)

Closing Date : 29-February-2012

About this Opportunity

As an Apprentice Hairdresser you will ensure that the salon is kept tidy, look after customers, take phone calls and assist the hairdressers with their clients.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15747** into the quick search at www.helpyouchoose.org/jobs

Apprentice Yard Person/Groom

Oxnead Equestrian Centre Ltd

Application Details

Hours : 40 hours per week over a 5 day rota.

Type : Employment

Wage : £104 per week

Closing Date : 26-February-2012

About this Opportunity

This role involves general yard duties such as:- mucking out, turning out, changing rugs, grooming, muck clearing fields and feeding and watering.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15740** into the quick search at www.helpyouchoose.org/jobs

Fabrication Trainee

EAGIT

Application Details

Hours :

Type : Employment

Wage : To be discussed

About this Opportunity

To commence January 2012.

Will spend some time within the training centre learning all aspects of fabrication work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Minimum Qualifications :

GCSE D-G or equiv

Number of Places Available : 1

For further details and how to apply enter **15721** into the quick search at www.helpyouchoose.org/jobs

Visitor Services Internship

New Opportunity

Gressenhall Farm and Workhouse

Application Details

Hours : 37.5 hours per week.

Type : Employment

Wage : Up to £11.698 per annum pro rata.

Closing Date : 12-March-2012

About this Opportunity

We have a 6 month traineeship for someone with a keen interest in working with the public in the heritage sector. You will work both with the public, on daily visitor services duties, and also behind the scenes on visitor research and marketing.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15780** into the quick search at www.helpyouchoose.org/jobs

Apprentice Landscape Estimator

Country Grounds Maintenance Ltd

Application Details

Hours : Up to 40 hours per week

Type : Employment

Wage : £2.60 per hour (Apprentice Rate)

Closing Date : 29-February-2012

About this Opportunity

The role will be to assist the Landscape Manager in estimating landscaping work. Typing up information from landscape plans into Excel spreadsheets, obtaining prices from suppliers, carrying out price comparisons and putting quotations together.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15692** into the quick search at www.helpyouchoose.org/jobs

Multi-Skills Apprentice

The Old Forge

Application Details

Hours : Maximum of 40 hours per week.
Type : Employment
Wage : £2.60 per hour (Apprentice Rate)
Closing Date : 29-February-2012

About this Opportunity

This role will be spread across the kitchen, restaurant, bar and hotel. In the kitchen you will be preparing the veg, making sauces, helping keep the kitchen clean and tidy and keeping an eye on stock levels. In the restaurant/bar you will be taking orders and learning bar service, laying tables. You will also be part of the team for housekeeping in the Bed and Breakfast, this involves making up beds and general cleaning of the public areas.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15632** into the quick search at www.helpyouchoose.org/jobs

Apprentice Receptionist

John H Simpson & Associates Accountants

Application Details

Hours : 35 hours per week
Type : Employment
Wage : £91 per week.
Closing Date : 04-March-2012

Minimum Qualifications :
 GCSE A-C or equiv
Number of Places Available : 1

For further details and how to apply enter **15778** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

Working in our reception area, you will be required to assist with greeting clients and making them welcome. Answering the telephone, putting calls through, taking messages. maintaining and updating database daily, preparing post each night and taking to post office. Filing, daily typing, daily banking and making reception is kept neat and tidy.

Apprentice Accountant (AAT)

PKF (UK) LLP

Application Details

Hours : 37.5 hours per week
Type : Employment
Wage : £150 per week
Closing Date : 09-March-2012

Minimum Qualifications :
 GCSE A-C or equiv
Number of Places Available : 0

For further details and how to apply enter **15735** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

Principal duties to include:- gathering of audit evidence through communications and interaction with client staff. Prepare analysis of accounting data from clients books and records. Ensure audit files have all relevant documentation on the appropriate section. Undertake any training or development co-ordinated by your group.

Trainee Estimator

Anglian Achitectural Ltd

Application Details

Hours : 40

Type : Employment

Wage : To be confirmed

About this Opportunity

Trainee estimator will be using Excel spreadsheets and estimating software to prepare quotations for main contractors on building projects - assist with sales office administration, project management budgets and buying.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15725** into the quick search at www.helpyouchoose.org/jobs

Food Preparation & Cooking Apprenticeship

New Opportunity

All Trades Training (ATT)

Application Details

Hours : Between 30 - 45 hrs per week, likely to include split shifts and weekends

Type : Employment

Wage : Exceeds National Minimum Wage for Apprentices.

Closing Date : 29-February-2012

About this Opportunity

Duties will include:- preparing food, maintaining the quality of the food produced in the kitchen, ensuring that the kitchen and work areas are clean and tidy, and any other tasks as required by the Head Chef.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15783** into the quick search at www.helpyouchoose.org/jobs

Trainee Office Assistant

Used Equipment Surplus & Storage

Application Details

Hours : 38hrs per week.

Type : Employment

Wage : National Minimum Wage until trial period over.

Closing Date : 02-March-2012

About this Opportunity

Successful applicant will undertake general office duties ie, answering the telephone, checking e-mails, working on our web site, booking transport for either items that have to be picked up, or storage items that have to be returned, raising delivery notes. When items are sold through our web site, invoices have to be sent, couriers arranged and items have to be wrapped and packed ready to transport. Dealing directly with clients and customers.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15765** into the quick search at www.helpyouchoose.org/jobs

Apprentice Trainee Chef

Lifeboat Inn

Application Details

Hours : 35 hours per week
Type : Employment
Wage : £91 per week
Closing Date : 29-February-2012

About this Opportunity

You will work in all areas of the kitchen doing all duties including preparation and washing up. You be supporting the other chefs whenever possible. Duties will also be keeping your eye on stock levels and aiming to ensure that orders not only get out on time but are of a high standard.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15745** into the quick search at www.helpyouchoose.org/jobs

(KL) Advanced Apprenticeship in Utility Services

National Grid Plc

Application Details

Hours : 37 hours per week
Type : Employment
Wage : £250 per week
Closing Date : 30-April-2012

Minimum Qualifications :
GCSE A-C or equiv
Number of Places Available : 1

For further details and how to apply enter **15737** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

You will do half of your learning on the job, and half in formal study and training which will take place on residential courses away from home, so you must be prepared to live away, (accommodation and meals are provided). By the end of the programme you will be fully trained as a Craftsperson, ready to tackle a wide range of complex technical work including planned maintenance and fault-finding on our electricity substations and gas assets across the UK.

Fabrication Trainee

EAGIT

Application Details

Hours :
Type : Employment
Wage : To be discussed

Minimum Qualifications :
GCSE D-G or equiv
Number of Places Available : 1

For further details and how to apply enter **15723** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

To commence January 2012.
Will spend some time within the training centre learning all aspects of fabrication work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Warehouse Apprentice

New Opportunity

All Trades Training (ATT)

Application Details

Hours :

Type : Employment

Wage : Meets National Minimum Wage for Apprentices.

Closing Date : 02-March-2012

About this Opportunity

Duties include:- unloading lorries and vans, sorting and scanning parcels and packages, preparing goods for transit, keeping storage areas clean and tidy, stock security and associated admin.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15782** into the quick search at www.helpyouchoose.org/jobs

Advanced Apprentice Dental Nurse

Manor House Dental Surgery

Application Details

Hours : 37-40 hours per week including training
Type : Employment
Wage : £2.60 per hour for the first twelve months.
Closing Date : 29-February-2012

Minimum Qualifications :
GCSE A-C or equiv
Number of Places Available : 1

For further details and how to apply enter **15777** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

You will initially start as a sterilisation nurse with full training, with a view to achieving Dental Nurse qualification and working chair side, giving assistance to the dentist/hygienist and making sure that patients are comfortable.

Service Technician Apprentice

ReMIT Ltd

Application Details

Hours :
Type : Employment
Wage : £96.20 per week
Closing Date : 31-March-2012

Minimum Qualifications :
No Qualifications
Number of Places Available : 1

For further details and how to apply enter **15774** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

As a Service Technician you will be working on current vehicles and getting to grips with all the latest diagnostic equipment and technology. As well as carrying out servicing and tuning, you will learn how to replace components using specialist equipment. Developing both your theoretical and practical skills, you will learn how to diagnose and repair faults, and perform routine maintenance ensuring customers cars run at their very best.

Royal Engineer General Fitter

Army Careers

Application Details

Hours :

Type : Employment

Wage : To be Discussed

About this Opportunity

The Army are seeking to recruit individuals to train as Royal Engineer General Fitters. Training covers - construction techniques including how to work with engineers' drawings and machinery, bench fitting, and fabrication for petrol and diesel engines, mobile generators, transmissions and hydraulic systems.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15601** into the quick search at www.helpyouchoose.org/jobs

Electrical Engineering Trainee

EAGIT

Application Details

Hours :

Type : Training

Wage : To be discussed

About this Opportunity

Learning all aspects of electrical engineering on this apprenticeship programme.
To commence January 2012.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15719** into the quick search at www.helpyouchoose.org/jobs

Food & Beverage Apprentice

New Opportunity

All Trades Training (ATT)

Application Details

Hours :

Type : Employment

Wage : Meets National Minimum Wage for Apprentices.

Closing Date : 05-March-2012

About this Opportunity

Duties will include - meeting and greeting customers, bar service, plate service, clearing tables, washing dishes, serving tables and cleaning in the back of house.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15784** into the quick search at www.helpyouchoose.org/jobs

Picture Framer

New Opportunity

Job Centre Plus Norwich

Application Details

Hours :
Type : Employment
Wage : Meets National Minimum Wage
Closing Date : 28-February-2012

About this Opportunity

Duties will consist of picture frame assembly, mount cutting, picture frame production.

Minimum Qualifications :
No Qualifications
Number of Places Available : 1

For further details and how to apply enter **15789** into the quick search at www.helpyouchoose.org/jobs

Social Care Workers

New Opportunity

Job Centre Plus Norwich

Application Details

Hours :
Type : Employment
Wage : £6.05 - £8.05 per hour
Closing Date : 28-February-2012

About this Opportunity

We are seeking individuals with a genuine interest of working with others to improve quality of life.

Minimum Qualifications :
No Qualifications
Number of Places Available : 1

For further details and how to apply enter **15788** into the quick search at www.helpyouchoose.org/jobs

Advanced Apprentice Engineer

Britvic Soft Drinks

Application Details

Hours : Monday to Friday
Type : Employment
Wage : £192.30
Closing Date : 09-March-2012

About this Opportunity

Our award winning Engineering Apprenticeship Scheme offers the opportunity to learn valuable new skills and take the first steps in a rewarding and interesting career. It combines structured training with the chance to gain hands-on experience with one of our skilled engineering teams, while studying for a nationally recognised BTEC qualification. From day one, apprentices on this four-year scheme work on real projects with real responsibility, while being paid a realistic wage.

Minimum Qualifications :
GCSE A-C or equiv
Number of Places Available : 1

For further details and how to apply enter **15772** into the quick search at www.helpyouchoose.org/jobs

Cleaning Apprentice

Job Centre Plus Norwich

Application Details

Hours : Average 30 hours per week

Type : Employment

Wage : £2.60 per hour

Closing Date : 26-February-2012

About this Opportunity

Duties include:- cleaning offices, household cleaning, window and carpet cleaning, end of tenancy cleaning, setting up for functions and cleaning up after the function has finished.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15766** into the quick search at www.helpyouchoose.org/jobs

(Norwich)Advanced Apprenticeship in Utility Services

National Grid Plc

Application Details

Hours : 37 hours per week

Type : Employment

Wage : £250 per week

Closing Date : 30-April-2012

About this Opportunity

You will do half of your learning on the job, and half in formal study and training which will take place on residential courses away from home, so you must be prepared to live away, (accommodation and meals are provided). By the end of the programme you will be fully trained as a Craftsperson, ready to tackle a wide range of complex technical work including planned maintenance and fault-finding on our electricity substations and gas assets across the UK.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15736** into the quick search at www.helpyouchoose.org/jobs

Fabrication Trainee - Barford

EAGIT

Application Details

Hours :
Type : Employment
Wage : To be discussed

About this Opportunity

To commence January 2012.
Will spend some time within the training centre learning all aspects of fabrication work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Minimum Qualifications :
GCSE D-G or equiv
Number of Places Available : 1
For further details and how to apply enter **15720** into the quick search at www.helpyouchoose.org/jobs

Fabrication Trainee

EAGIT

Application Details

Hours :

Type : Employment

Wage : To be discussed

About this Opportunity

To commence January 2012.

Will spend some time within the training centre learning all aspects of fabrication work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Minimum Qualifications :

GCSE D-G or equiv

Number of Places Available : 1

For further details and how to apply enter **15722** into the quick search at www.helpyouchoose.org/jobs

Apprentice Plummer / Heating Engineer

New Opportunity

CTS Ltd

Application Details

Hours : 40 hours per week

Type : Employment

Wage : Wages to be discussed at interview.

Closing Date : 09-March-2012

About this Opportunity

Working on the Norwich Infill Project for one of the sub-contractors; this job will involve 1st fix, including - installing pipework for heating/radiators using Buter line, installing plumbing as required for kitchens, bathrooms and cloakrooms and also fitting sanitary ware etc, installation of soil pipes.

Minimum Qualifications :

Number of Places Available : 0

For further details and how to apply enter **15786** into the quick search at www.helpyouchoose.org/jobs

Marketing Assistant

The Lively Crew

Application Details

Hours :

Type : Employment

Wage : £104 per week (Apprentice rate)

Closing Date : 29-February-2012

About this Opportunity

Apprenticeship. Reporting to the Marketing Manager will assist the team on many aspects of marketing activity including events, website work, design work, database administration and other marketing activity. Other duties will also include administration tasks ie answering telephone, photocopying, stock control etc.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15776** into the quick search at www.helpyouchoose.org/jobs

Apprentice Chef

New Opportunity

Hog God's Catering Ltd

Application Details

Hours : 30 hours per week
Type : Employment
Wage : £2.60 per hour (Apprentice Rate)
Closing Date : 31-March-2012

Minimum Qualifications :
 GCSE A-C or equiv
Number of Places Available : 1

For further details and how to apply enter **15787** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

Food preparation and cooking. Responsible to the Catering Manager, Head Chef and Commi Chef.

Mechanical Trainee

EAGIT

Application Details

Hours :
Type : Employment
Wage : To be discussed

Minimum Qualifications :
 GCSE D-G or equiv
Number of Places Available : 1

For further details and how to apply enter **15718** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

To commence January 2012.
 Will spend some time within the training centre learning all aspects of mechanical work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Warehouse Apprentice

Polypads Ltd

Application Details

Hours : 32.5 hours per week
Type : Employment
Wage : £2.60 per hour (Apprentice Rate)
Closing Date : 29-February-2012

Minimum Qualifications :
 No Qualifications
Number of Places Available : 1

For further details and how to apply enter **15606** into the quick search at www.helpyouchoose.org/jobs

About this Opportunity

A fantastic opportunity for a horse enthusiast to work in a fast growing industry .
 Main Duties:- Stock management, packing and despatching, quality checking and warehouse safety.

Apprentice Manufacturer / Machinist

Polypads Ltd

Application Details

Hours :

Type : Employment

Wage : £2.60 per hour (apprentice rate)

Closing Date : 05-March-2012

About this Opportunity

A fantastic opportunity for a horse enthusiast. Duties will include:- cutting and preparation of materials, sewing, eyeletting, packing and quality checking.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15572** into the quick search at www.helpyouchoose.org/jobs

Apprentice Business Administrator

Polypads Ltd

Application Details

Hours :

Type : Employment

Wage : £2.60 per hour (apprentice rate)

Closing Date : 02-March-2012

About this Opportunity

A fantastic opportunity for a horse enthusiast. Main duties - sales and admin, process orders, invoicing, dealing with customers over the telephone, issue end of month statements.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15571** into the quick search at www.helpyouchoose.org/jobs

Sales Apprentice

TS Associates (Storage Equipment) Ltd

Application Details

Hours :

Type : Employment

Wage : £2.60 per hour (Apprentice Wage)

Closing Date : 07-March-2012

About this Opportunity

To assist the MD generating sales and executing marketing strategies . The successful candidate will also have the opportunity to produce a marketing plan of their own, taking a product to market and developing customer relationships.

Minimum Qualifications :

GCSE A-C or equiv

Number of Places Available : 1

For further details and how to apply enter **15499** into the quick search at www.helpyouchoose.org/jobs

Customer Service Apprentice

New Opportunity

All Trades Training (ATT)

Application Details

Hours :

Type : Employment

Wage : Meets National Minimum Wage for Apprentices.

Closing Date : 02-March-2012

About this Opportunity

Duties will include - answering the phone, taking payments, booking in clients via the internal computer system, arranging appointments, hand out relevant paper work. Ensure the reception area is clean and tidy, order stationary and do general admin duties.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15781** into the quick search at www.helpyouchoose.org/jobs

Apprentice Commis Chef

Hotel Wroxham

Application Details

Hours : 30 hours per week

Type : Employment

Wage : £2.60 per hour (Apprentice Rate)

Closing Date : 23-February-2012

About this Opportunity

You will work and train to skilfully produce a variety of food dishes to a high standard of preparation, production and presentation, working to costed recipes and ensuring timely service delivery from the kitchen.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15751** into the quick search at www.helpyouchoose.org/jobs

Apprentice Yard Person/Groom

FERRY FARM LIVERY YARD

Application Details

Hours : 40 hours per week over a 5 day rota.

Type : Employment

Wage : £104 per week

Closing Date : 26-February-2012

About this Opportunity

This role involves general yard duties, mucking out, turning out, changing rugs, grooming, muck clearing fields, feeding and watering. Any other duties required to maintain the welfare of the horses.

Minimum Qualifications :

No Qualifications

Number of Places Available : 1

For further details and how to apply enter **15727** into the quick search at www.helpyouchoose.org/jobs

Mechanical or Fabrication Trainee

EAGIT

Application Details

Hours :

Type : Employment

Wage : To be discussed

About this Opportunity

To commence January 2012.

Will spend some time within the training centre learning all aspects of mechanical and fabrication work - machining & mechanical fitting, correct use of various machines and performing engineering operations.

Minimum Qualifications :

GCSE D-G or equiv

Number of Places Available : 1

For further details and how to apply enter **15717** into the quick search at www.helpyouchoose.org/jobs

For further details of Apprenticeship Vacancies in Norfolk and the rest of England and to apply register at

www.apprenticeships.org.uk

