

**SKILLS  
FOR LIFE**  
**APPRENTICESHIPS**



# APPRENTICESHIP

COURSE GUIDE



# events

Choosing a college is a really important decision and we know you'll probably have lots of questions before applying to study an apprenticeship with Newcastle College. We run events throughout the year to help give you as much information as possible about all we have to offer.

## Monthly Open Events

Visit one of our Open Events and get a feel for what it's like to study with us! We'll help to find the right apprenticeship for you!

## What happens at an Open Event?

Join us to see our fantastic facilities, meet staff and:

- speak to tutors about the courses you're interested in.
- find out what support services are available to you whilst you study.
- talk to our Apprenticeship Team to find the industry placement that's right for you.
- see our campus for yourself.
- get support with making an application.

Head to [www.ncl-coll.ac.uk/events](http://www.ncl-coll.ac.uk/events) to find out more about our events!

## DISCLAIMER

Information and courses published in this guide are intended for guidance purposes only and do not constitute a contract.

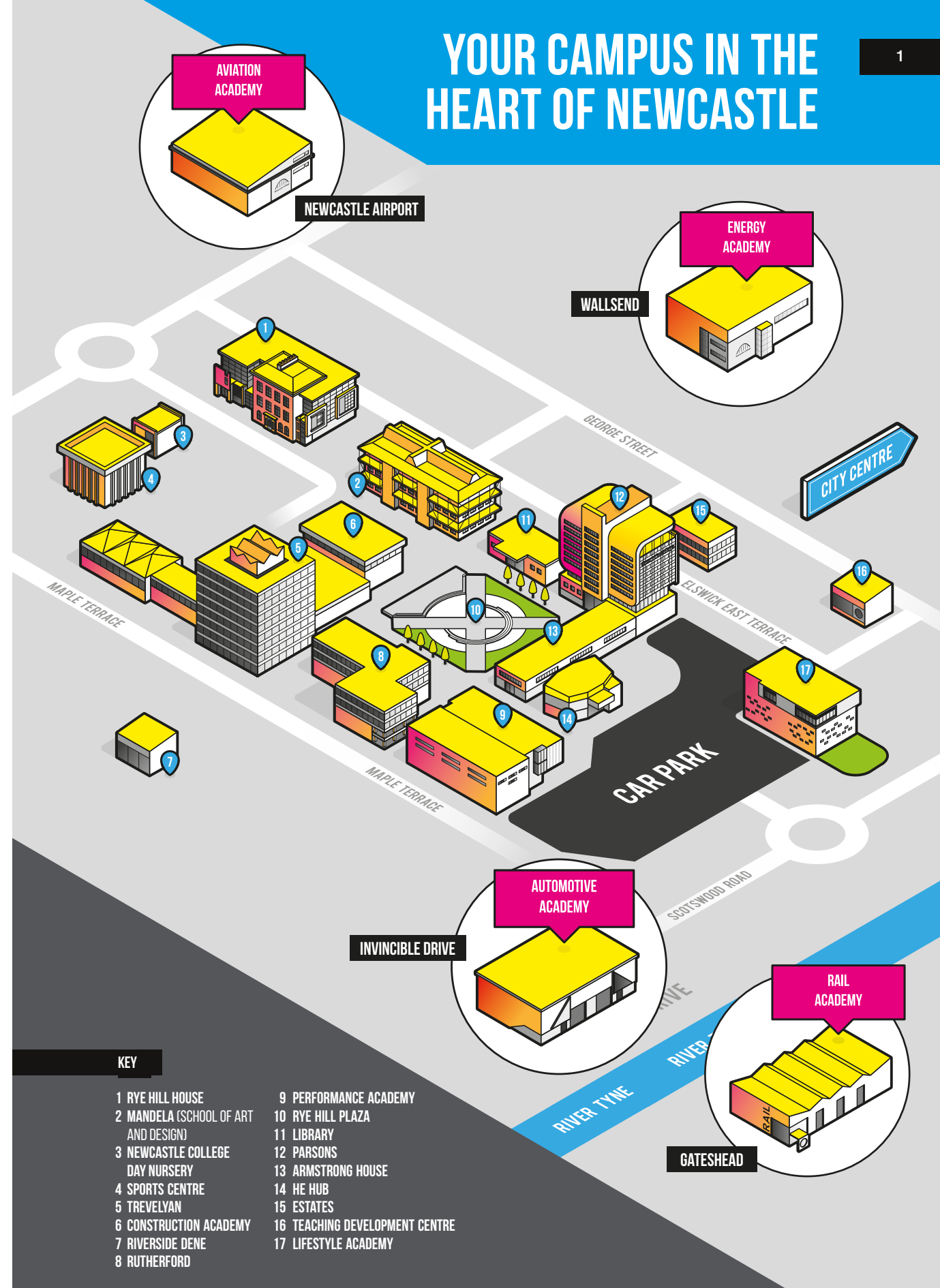
Newcastle College makes every effort to ensure that the information on courses given in this guide is up to date and accurate. However, the information may be subject to change and we do not guarantee its accuracy. NCG and Newcastle College do not accept any liability for omissions, errors or changes.

We reserve the right to review or amend entry requirements for any of our courses.

On occasion, it is necessary to move or withdraw courses owing to a variety of reasons. The College cannot, therefore, guarantee the provision of all courses advertised in this guide. Where a course is removed or amended, the College will make every effort to transfer students to a suitable and available alternative course.

Where applicable, we follow the guidelines set by funding authorities. Fees are subject to status and may change at short notice due to circumstances beyond our control. The fees payable are those in force at the time of enrolment, which supersedes any that may previously have been advertised.

WED	OCT 01 5PM – 7PM	NOV 05 5PM – 7PM	WED
WED	DEC 03 5PM – 7PM	JAN 07 5PM – 7PM	WED
WED	FEB 04 5PM – 7PM	MAR 04 5PM – 7PM	WED
SEND FRIENDLY	WED APR 01 5PM – 7PM	MAY 06 5PM – 7PM	WED
WED	JUN 03 5PM – 7PM		



## KEY

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1 RYE HILL HOUSE                     | 9 PERFORMANCE ACADEMY          |
| 2 MANDELA (SCHOOL OF ART AND DESIGN) | 10 RYE HILL PLAZA              |
| 3 NEWCASTLE COLLEGE DAY NURSERY      | 11 LIBRARY                     |
| 4 SPORTS CENTRE                      | 12 PARSONS                     |
| 5 TREVELYAN                          | 13 ARMSTRONG HOUSE             |
| 6 CONSTRUCTION ACADEMY               | 14 HE HUB                      |
| 7 RIVERSIDE DENE                     | 15 ESTATES                     |
| 8 RUTHERFORD                         | 16 TEACHING DEVELOPMENT CENTRE |
|                                      | 17 LIFESTYLE ACADEMY           |

# YOUR CAMPUS IN THE HEART OF NEWCASTLE



# PRINCIPAL'S WELCOME

## Hello from Newcastle College!

This is an important stage in your life as you consider your future and make decisions about your next steps.

As you think about what your passions are, or what you'd like your career to look like, I hope you choose Newcastle College to undertake your apprenticeship.

Newcastle College prioritises hands-on learning in first-class facilities, tutors with industry experience and opportunities to work with employers and industry experts throughout your apprenticeship. You'll split your time between your workplace and our campus, developing the skills and experience you need to develop your career.

I am proud to say that Newcastle College is an open and welcoming college with a vibrant student community at its heart. We always aim to give you an excellent learning experience and your wellbeing always comes first. When you choose us, you'll be welcomed by supportive staff who will offer you a safe space to be your best self whilst you study. Whether you're on campus or at work, you'll benefit from a Personal Tutor, Skills Trainer and our exceptional Student Support Team will be on hand to help you whenever you need them.

We insist apprentices give their best both on campus and in the workplace, and in return we will give you the skills and experience you need to succeed. We'll support you to achieve your goals and we'll give you every chance to progress. You may decide to continue to study higher education and follow in the footsteps of apprentices who have gone on to graduate from Newcastle College University Centre, and perhaps take your studies all the way to Master's Degree level.

I do hope you're interested to learn more and our friendly Student Services Team is on hand to answer your questions. Seeing is believing and I encourage you to come along to one of our Open Events, where you can meet lecturers face-to-face, get a feel for the College and find the right course for you.

**I hope that I'll be welcoming you to Newcastle College very soon!**

**Jon Ridley**  
Principal, Newcastle College



# contents

Principal's welcome	2
Apprenticeship overview	4
English, maths and Functional Skills	5
Becoming a Newcastle College apprentice	6
Spaces that shape your future	8
Apprentice life	12
Student Services	14
Student support	15
Information for parents and guardians	16
Centre yourself at Newcastle College University Centre	17
Apprentice employers	18
Funding and grants for employers	19
Becoming an apprentice employer with Newcastle College	20
Employer profiles	22
Investing in a green future with apprenticeships	28

## Our Apprenticeships

Automotive – Motor Vehicle Services and Maintenance Technician (Light Vehicle)	30
Business – Accounts and Finance Assistant	31
Business – Business Administrator	31
Business – Operations Manager (Higher Apprenticeship)	32
Computing – Digital and Technology Solutions Professional (Integrated Degree)	33
Construction – Bricklayer	34
Construction – Carpentry and Joinery	34
Construction – Installation and Maintenance Electrician	35
Construction – Interior Systems Installer (Drylining)	35
Construction – Painter and Decorator	36
Construction – Plasterer	36
Construction – Plumbing and Domestic Heating Technician	37
Construction – Roofer	37
Digital Arts – Creative Digital Design Professional (Integrated Degree)	38
Energy – Maintenance and Operations Engineering Technician	39
Energy – Metal Fabricator	39
Energy – Plate Welder	40
Engineering – Machining Technician	41
Engineering – Maintenance and Operations Engineering Technician	41
How to find us	42
NCG Guarantee	43

# apprenticeship overview

An apprenticeship is an industry-driven, high-quality career pathway where you can get paid work experience, classroom learning and one-to-one mentoring while your employer can develop and prepare their future workforce.

Apprenticeships span more than 1,000 occupations, including careers in:

- Automotive
- Business
- Computing
- Construction
- Digital Arts
- Energy
- Engineering.

The length of an apprenticeship programme can vary depending on the occupation, the industry, the type of apprenticeship programme and your own previous knowledge and experience.

Alongside on-the-job training, you'll spend at least six hours per week on campus, gaining essential technical knowledge and developing practical skills and behaviours, which will help you to achieve a nationally recognised standard of qualification for when you enter your chosen industry.

**An apprenticeship with Newcastle College includes:**

- at least 30 hours per week of paid employment (including holiday leave).

- hands-on experience in a sector or role of interest to you.
- at least six hours per week of off-the-job training on campus to develop your knowledge.
- regular workplace progress reviews with your employer (typically once every eight weeks).
- formal End Point Assessments, leading to a nationally recognised apprenticeship standard.

Apprenticeship Level	Entry Requirements	Still unsure which level is right for you?
Level 6-7 (Degree Apprenticeship) L6 – L7	At least GCSE Grade 4 or Functional Skills Level 2 in English and maths.	If you are still unsure which level to apply for, come along to one of our Open Events to speak to our tutors or Student Advisors.  Alternatively, call Student Services on <b>0191 200 4000</b>
Level 4-5 (Higher Apprenticeship) L4 – L5	Adult (19+) apprentices without relevant qualifications must prove their ability to work to the entry level standard through an initial assessment.	
Level 3 L3		
Level 2 L2	At least GCSE Grade 3 or Functional Skills Level 1 in English and maths, with the requirement of studying for GCSE Grade 4 or Functional Skills Level 2.	

\* Progression from apprenticeship to degree only applies in subject areas which offer both apprenticeships and degree courses.

## English, maths and Functional Skills

At Newcastle College, we place developing English, maths and Functional Skills at the heart of your programme of study to make sure you are confident and competent using the core skills you need to progress. English and maths skills are essential in job roles across all industries, for example:

- ★ **Car mechanics need to provide quotes and raise invoices.**
- ★ **Businessowners need to be able to calculate prices and order stock.**
- ★ **Engineers need to be able to measure components to repair machinery.**
- ★ **All workers need to be able to communicate effectively both verbally and in writing.**

## Did you know?

When you successfully complete your Level 3 apprenticeship with us, you'll be automatically offered a place at Newcastle College University Centre on a relevant degree course or integrated degree apprenticeship! See [page 17](#) for more details.\*

# BECOMING A NEWCASTLE COLLEGE APPRENTICE

## 1 Express your interest

Contact our Apprenticeship Team by completing the online form on our website and tell us what you're looking for in an apprenticeship. We'll contact you within two working days to chat about your options and invite you to an Assessment Day.

If you're aged 16-18, your parent or guardian must complete the consent form for you before your Assessment Day. **If the consent form is not completed within two weeks, your place in our candidate pool may be at risk.**

## 2 Your Assessment Day

Come onto our campus and work with our dedicated Apprenticeship Team to make sure you've got the knowledge, skills and behaviours your employer will need. We'll then help you prepare for your interview and support you in arranging it.

## 3 Your employer interview

If you pass your Assessment Day, you'll enter our candidate pool and you may be invited to interview with an employer in your chosen industry about an apprenticeship vacancy in their organisation.

## 4 Your Enrolment

If you're chosen by an employer to be their apprentice, you'll attend our Enrolment Event with your employer to formally become a Newcastle College apprentice and find out what your apprenticeship is all about.

## 5 Your apprenticeship begins!

You'll attend your first day release with your employer and legally become an apprentice in your chosen business.

At this point, you and your employer will also receive copies of our Enrolment Form, which further outlines the details of the apprenticeship.

## 6 On- and off-the-job training

Plan activities in your workplace to benefit you and develop your employer's business during your apprenticeship, alongside receiving at least six hours of training per week on Newcastle College campus and another two hours per week in your workplace. Log your training portfolio using Smart Assessor.

## 7 English and maths

Level 3 apprenticeships require a minimum of GCSE Grade 4 or Functional Skills Level 2 in English and maths, with no scope for resits. If you are studying a Level 2 apprenticeship and achieved lower than the minimum English and maths grades, you will need to attend weekly English and/or maths sessions to prepare for resit exams at the end of your academic year.

## 8 What happens if I fall behind?

If you fall behind in your apprenticeship, the Apprenticeship Team will produce a personalised development plan with your teacher, Skills Trainer and employer to get you back on track. This plan may include extra workplace visits, among other methods.

## 9 Skills Trainer reviews, visits and support

After the first four weeks of your apprenticeship, we'll complete a 'right-choice review' with you and your employer. If your chosen apprenticeship is still suitable for you once you've had time to settle in, you'll have progress reviews with your Skills Trainer in your workplace once every eight weeks for the rest of your apprenticeship. These visits will follow an alternating pattern of 'stretch and challenge' linked to what you've been learning at college, which will help you to put your knowledge into practice and plan your next steps on your apprenticeship.

## 10 Gateway

Gateway is the beginning of your End Point Assessment (EPA), reached once you've gained the knowledge, skills and behaviours required as part of your apprenticeship, as well as spent six hours per week in off-the-job training and achieved any essential qualifications (if required), including English and maths qualifications.

## 11 End Point Assessment (EPA)

Your final test to make sure you have the knowledge, skills and behaviours for the workplace. This usually involves a practical exam and a professional interview based on your portfolio evidence.

## 12 Careers Information, Education, Advice and Guidance (CIEAG)

You'll discuss your next steps with your Skills Trainer throughout your apprenticeship. Our Apprenticeship Team will help you to complete a career plan during your 'right-choice review', which will be evaluated at the end of your apprenticeship with your teacher, employer and Skills Trainer to make sure you're achieving your goals. We'll also discuss career options with you during any employer reviews to support your progression into the company once you've completed your apprenticeship.

## 13 End of the apprenticeship

Once you've completed your apprenticeship, you'll be offered the progression opportunities that best suit you. This can be either becoming a full-time employee at your apprenticeship workplace, based on your performance and the judgement of your employer; or you can progress onto a degree-level course with Newcastle College University Centre; or you can retrain and enter the workforce with a different employer. Whatever you decide to do, Newcastle College is here to support you and help you to be the best professional you can be!

## How can I become an apprentice?

Our dedicated Apprenticeship Team is here to help you. **Enquire now** by scanning the QR code below. Once you complete your enquiry form, a member of our team will contact you **within two working days** to invite you to an Assessment Day.



**Scan here**  
to see our current  
apprenticeship  
vacancies



**Scan here**  
to enquire about an  
apprenticeship with  
Newcastle College



# Spaces that shape your future

We've invested in our facilities to give you the best learning experience possible. Our real-working environments allow you to get a taste of what it's like to work in your chosen industry.

See our subject area pages for more information on our facilities!

## automotive academy

Our purpose-built Automotive Academy gives our Automotive apprentices hands-on training with electronic diagnostic testing equipment, welding sets, computerised vehicle measuring and straightening jigs and more!



## construction academy

This facility houses workshops replicating real-working environments for our Construction apprentices in bricklaying, carpentry and joinery, electrical and interior systems installation, painting and decorating, plastering, plumbing and roofing.



## energy academy

Based near industry partners in Wallsend, our specialist renewables-focused facility contains welding and fabrication equipment, wind turbine simulators and industry-standard drone technology for our Energy apprentices.





## Mandela (school of art and design)

In our School of Art and Design, our Digital Arts apprentices will develop their craft using industry-standard workshops for photography, animation, visual FX and TV editing.



## Rutherford

Rutherford is where our Engineering apprentices learn, using industry-standard machines, robotics, mechatronics, design cells and 3D printers, as well as fabrication equipment and lathes for advanced training.



## Trevelyan

Within our Trevelyan building, our Business and Computing apprentices will have access to fully-equipped classrooms, as well as newly refurbished IT suites for research, game rendering and graphic production.



I love the variety on my apprenticeship and the fact that I'm always learning something new. Thanks to my time at Turnmill, I've built a solid understanding of engineering principles, improved my problem-solving skills and grown in confidence. It's also great working alongside experienced engineers who are happy to share their knowledge!

**Maddison Taylor**

*Level 3 Machining Technician Apprentice,  
Turnmill Engineering*





# apprenticeship life

At Newcastle College we want you to enjoy your time with us. We aim to give you as many opportunities as possible to have fun and make memories alongside your studies.

## students' union

You automatically become a member of Newcastle College Students' Union (SU) when you become an apprentice at the College. Once you've enrolled, you can purchase an **NUS TOTUM** card which will give you a variety of **discounts and offers**.

The SU plans an array of inclusion-based events throughout the year, including Culture Week, Autism Awareness Days and student drag shows for Queer History Month! The SU also runs volunteers' fairs during Freshers' Week to welcome new students.

Our SU also supports students through signposting to other support services within and beyond Newcastle College, helping you to find the right person to help you with any issue or dispute, whether that's academic or pastoral.



Scan here  
for a glimpse of  
life on campus

### Grab a glimpse of life on campus

- ★ Trips and visits.  
.....
- ★ Student awards ceremonies.  
.....
- ★ Exhibitions and theatre shows.  
.....
- ★ A range of food and drink outlets.

## ★★★★★ apprenticeship awards

The Newcastle College Apprenticeship Awards are an annual evening where we celebrate the achievements of our fantastic apprentices. This annual Apprenticeship Week event is a brilliant opportunity to recognise the apprentices who go above and beyond and to share stories of how your apprenticeship makes a real difference to you and your employer.



## college social

Check out our official Newcastle College social media accounts. Find out more about our beautiful city, incredible talent and what are students get up to at college!





# student

## S E R V I C E S

Starting your new journey at college can feel like a big step, but we're here to help you along the way. Whether you need support with travel costs or want to find out which apprenticeship is right for you, our Student Services Team is here to help.

Our centre is open Monday and Wednesday 9.30am - 4.30pm and Tuesday, Thursday and Friday 8.30am - 4.30pm (term time only).

### Course information and advice

We can provide a range of course information and impartial advice and guidance on your career and best next steps. You can drop in to our Student Services Centre located in Armstrong House, or alternatively, you can call to arrange a one-to-one appointment with a member of our team.

### Careers advice

We want you to choose the right course for you when you study at Newcastle College. Our Student Engagement Advisory Team are available to offer advice and guidance on your career options.

### Finance support

We can offer you a range of financial support, subject to eligibility, including assessments for:

- college support funds and bursaries.
- course fees (if applicable).
- college meal entitlement.
- travel costs.
- childcare costs.
- accommodation costs.

### Wellbeing

Our excellent Central Support Team offers a wide range of services, including learning support, mentoring, advice on sexual health and counselling support.

## contact our team

Email: [enquiries@ncl-coll.ac.uk](mailto:enquiries@ncl-coll.ac.uk)

Phone: **0191 200 4000**

When calling our switchboard, call **Option 1** for employer enquiries or **Option 2** for learner enquiries.

# student

## S U P P O R T

At Newcastle College, we aim to provide every apprentice with an outstanding experience. Our Central Support Service (CSS) offers a range of services that help apprentices like you to reach your full potential.

### Learning Support

Our teams are here to offer you disability-specific advice, guidance and signposting when you need it. We are committed to providing an inclusive learning environment to ensure you have full access to your chosen curriculum. The team will identify what support you need in the classroom and advise teachers on this or provide in-class support for those who need it the most.

### Assistive Technology

The Assistive Technology Team can provide you with equipment, software and training should you have any additional support needs. The team is also home to the Transcription Service, which can provide you with expert conversion of course materials, exam papers and other documents into a variety of different formats, such as Braille, large print and audio.

### Pastoral Support and Wellbeing

The Pastoral Support Team works with you in a number of ways, including providing drop-in sessions, group work, one-to-one support and counselling to support your social, emotional and behavioural wellbeing.

The Pastoral Support Team provides specialist support for any apprentices with additional support requirements, including care-experienced apprentices, expectant mothers and young adult carers. We also provide Learning Mentors to advise you in health, wellbeing and personal safety, employability support and life skills, as well as Mental Health First Aiders to support any apprentices in mental health distress.

### Library and Learning Spaces

Our Library Team aims to promote independent learning and provide a productive and vibrant environment for you to work, study and research in. The team is on hand in the main Library and independent learning spaces across our main campus to offer you individual help with research, study, referencing and access to thousands of resources.

## get in touch

Talk to our Central Support Service Team on

**0191 200 4189**

or email

[css@ncl-coll.ac.uk](mailto:css@ncl-coll.ac.uk)

to discuss your support needs and how we can help.

## information for parents and guardians

If a young person you care for is considering Newcastle College, you can be assured that we're here to guide them with trusted, high-quality information every step of the way. Our priority is helping all our apprentices to aim high, achieve their ambitions and grow beyond them.

### Your involvement

Coming to college is an exciting step into the real world, with a new campus, new friends and the start of a new apprenticeship. We like to think we help all our apprentices gain their independence while they're with us. We expect them to turn up on time, work hard and strive to be their best every day.

We also know that you share our goals of wanting our apprentices to succeed. We'll keep you informed and up to date on progress and concerns, but we trust our apprentices to do the work to reach their goals.

### Keeping track of progress

All our apprentices are assigned a Personal Tutor, a Skills Trainer and an employer mentor to help them develop individual targets and progression plans both on campus and with their employer. We encourage our apprentices to take responsibility for their own success and focus on progressing to the next step. We'll support them in any way we can and they'll meet regularly with their Personal Tutor and Skills Trainer to help keep them on track.

## apprenticeships and vocational study – what's the difference?

While some college programmes (e.g. A Levels) focus exclusively on academic skills and learning, apprenticeships give you hands-on practical experience in the workplace, supported by time on campus learning key skills and knowledge. Academic courses focus more on written assessments and full-time academic study rather than developing the practical skills which are very beneficial when it comes to gaining experience and finding employment.

An apprenticeship also trains learners in specialist areas relevant to industry, so they can focus on an area that interests them. In fact, the Government is keen to develop even more apprenticeships to teach a generation of learners valuable professional skills, recognising the benefits of hands-on learning. Apprentices are still awarded UCAS points, so a Newcastle College apprentice can progress onto university too.

### Interested in securing an apprenticeship?

Please contact our dedicated Apprenticeship Team by emailing [apprenticeships@ncl-coll.ac.uk](mailto:apprenticeships@ncl-coll.ac.uk)



### Scan here

to join us at an Open Event to speak to tutors, get course information and see what life on campus and as an apprentice has to offer

## centre yourself

AT NEWCASTLE COLLEGE UNIVERSITY CENTRE

NC  
UC

Your journey with us doesn't have to end after you complete your apprenticeship. If you successfully meet the published Level 3 entry requirements in an appropriate subject(s), you will be guaranteed a place on that course.

As an apprentice, you might not be thinking about moving to the next step just yet. However, it is always good to know what your future could bring and with Newcastle College, we can help you take that next step into higher education.

Many of our students choose to Step Up to a degree at Newcastle College University Centre, including our apprentices.

Once they successfully complete their apprenticeship, they choose to progress their studies and gain enhanced skills and knowledge before they pursue their chosen career.

We have over 80 degree courses to choose from, including several degree apprenticeships, which are multi-year higher apprenticeships where you study for a degree

qualification while being employed with a relevant business. Each of our degree courses come with excellent student support, industry links and leading-edge facilities.

You can find out more about Steppin' Up with Newcastle College University Centre by scanning the QR code below.



### Scan here

for more information about higher education at Newcastle College





# apprentice employers

At Newcastle College, we work with businesses across the North East and beyond to deliver world-class training and open up employment opportunities as you develop essential professional skills during your apprenticeship.

## Why do employers work with Newcastle College?

Our Apprenticeship Team and Business Development Team work with employers across the North East. We specialise in vocational training and by working closely with our industry partners, we make sure that your apprenticeships are teaching you the knowledge, skills and behaviours that employers are really looking for, giving you the edge in employment while your employer can access a new generation of skilled and work-ready talent. For more information on our employer links, please email [employers@ncl-coll.ac.uk](mailto:employers@ncl-coll.ac.uk)

## What do apprentices bring to an employer?

- A chance to expand the workforce with motivated, skilled and qualified new talent.
- An opportunity to upskill existing employees through mentorship opportunities.
- Adaptable training to suit your employer's needs.

## What do employers think about hiring apprentices?

- 86% of employers agree apprenticeships helped them develop skills relevant to their organisation.
- 78% of employers improved their productivity using apprentices.
- 74% of employers felt their quality of service improved thanks to apprenticeships.\*



\* data sourced from <https://www.apprenticeships.gov.uk/employers/benefits-of-hiring-apprentice>

# funding and grants for employers

As a Newcastle College apprentice, your time as our learner is fully funded by the government and/or your employer. To help cover the cost of your apprenticeship, your employer may be eligible for the following cash incentives, depending on your circumstances.

## £1,000 incentive

An employer can receive a £1,000 cash incentive to hire you as an apprentice if you are:

- aged 16-18 years OR
- aged 19-24 years with an educational healthcare plan (EHCP) or if you're a care-experienced learner.

The payment will be halved, with £500 paid to your employer by the College after 90 days on your apprenticeship, while the final £500 is paid to your employer by the College a full 365 days after your apprenticeship begins.

## Full employer pay

If your employer is a levy-paying employer, they must pay the full apprenticeship fee themselves, which is drawn directly from their levy account. You must be registered on your employer's Digital Apprenticeship Service account before funds can be drawn.

If your employer has fully used up their funds, they will be required to pay 5% of the outstanding fee.

## Co-investment (5% employer pay)

Your employer must pay 5% of your apprenticeship fee (with the government paying the other 95%) if:

- you're a new apprentice aged 21 or over on your first day of learning.
- your levy-paying employer has used up their full levy provision.

Payments over £1,000 can be paid by your employer via direct debit in quarterly instalments. However, your employer must make any payments under £999 by invoice within 30 days.

## Full government funding

The full cost of your apprenticeship will be covered by the government if:

- you're a new apprentice aged 16-21 years (until the day before your 22nd birthday) on your first day of learning.

Full details are provided in the Service Level Agreement signed by your employer when they choose you to be their apprentice.



# becoming an apprentice employer with Newcastle College

Just like you follow a set process to become an apprentice at Newcastle College, your employer will also follow a step-by-step path to recruiting you as their apprentice. The recruitment process for your employer is as follows:

## 1. Initial contact

An employer contacts Newcastle College via our website, by phone or email, or at an event to express interest in offering an apprenticeship. Our Business Development Team will call back **within 72 hours** to support the employer in creating a job description for their desired role, confirming their entry requirements and gathering essential documents.

## 2. Workplace visit

A member of our Business Development Team will visit the employer at their workplace to evaluate its suitability to provide you with an apprenticeship. With support and advice from our Business Development Team, the employer will complete an **Employer Initial Assessment** during this visit to make sure they can help you build the knowledge, skills and behaviours you'll need to progress.

## 3. Digital Apprenticeship Service

Once the employer passes the workplace visit, our Business Development Team will email them to set up a **Digital Apprenticeship Service (DAS)** account, which is required before an employer can offer an apprenticeship.

## 4. Advertise the apprenticeship

After the DAS account is set up, Newcastle College will advertise the apprenticeship vacancy on our website and via the National Apprenticeship Service.

## 5. Your Assessment Day

After you have expressed interest in becoming an apprentice with Newcastle College, we will invite you to campus for an **Assessment Day** to make sure you have the knowledge, skills and behaviours your employer will need. We'll pass the profiles of any candidates we think are suitable for the apprenticeship onto the employer, who'll then decide who to invite for an interview.

## 6. Your candidate interview

If you pass the Assessment Day, you'll be invited to interview with the employer about their apprenticeship vacancy. The employer will choose their preferred candidate to offer an apprenticeship, which will be formalised when the employer signs a **Service Level Agreement** (on funding, their responsibilities as your employer and the full terms and conditions of the apprenticeship) using **Smart Assessor**.

## 7. Your enrolment

Our Business Development Team will confirm the Service Level Agreement is signed, then will invite you and your employer onto campus to complete the sign-up process for your apprenticeship. This process may take **up to three hours**, during which time you can both ask any questions you have about your apprenticeship with us.

## 8. Your apprenticeship begins!

You'll attend your first day release with your employer and legally become an apprentice in your chosen business. At this point, you and your employer will also receive copies of our **Enrolment Form**, which further outlines the details of the apprenticeship.





## employer profile

Business:  
Everything Managed Limited



The whole process from start to finish with Newcastle College was seamless, because their Business Development Team kept us up to date every step of the way. They took the time to understand our specific business needs and what type of candidate we are looking for. All our apprentices are assets to the business and it's been great watching them grow and thrive as their confidence has developed.

### Alex Stewart

*HR and Office Administrator,  
Everything Managed Limited*



Ever since I started my apprenticeship, my experience has been great! I've learnt so much information that supports my practical and professional development, and I love how I'm able to learn as I go in the workplace – I work four out of five days per week with Everything Managed, where I pick up a lot from my colleagues, managers and stakeholders in general that helps me to apply and understand everything I'm taught at college.

### Alan Jobczyk

*Level 3 Business Administrator,  
Everything Managed Limited*

## employer profile

Computing:  
Waterstons Limited



Working with Newcastle College feels like a real partnership where we support each other to get the most out of our apprentices so they achieve their true potential. Having apprentices means our existing staff have more flexibility to visit clients, upskill and develop themselves, while we also get some amazing, fully-trained talent that understands our company's culture and values. Our past apprentices are now doing amazing work at every level of our business, in the UK and beyond!

### Phil Rhind

*Service Desk Manager,  
Waterstons Limited*





## employer profile

Construction:  
Trident Maintenance Services

“ ”



Our apprentices all bring youth and an enthusiasm for learning to our business, while giving us a chance to challenge and develop our current workforce through mentorship opportunities. Helping to build the next generation of fully-experienced painters and decorators makes a Newcastle College apprenticeship a very satisfying way to grow our company.

**Lorraine Hetherington**  
Community Support Officer,  
Trident Building Services



## employer profile

Digital Arts:  
Durham County Cricket Club

“ ”



For an employer, there are a number of benefits to hiring an apprentice: we're giving young people the opportunity to learn and train in a real working environment, in a way that's cost-effective and fills vital positions within our business. Getting the right apprentice also adds a lot of skills and new experience to the team, bringing a younger perspective and contributing ideas and creativity to all our projects.

**David Jackson**  
Media and Communications Manager,  
Durham County Cricket Club





## employer profile

Energy:  
WD Close



Newcastle College is a well-established education provider within the North East who secure the best industry placements for their high calibre students. Their team has a wide skillset that can be adapted to suit our specific needs, and their apprentices become our young, hungry workforce, which plants the seeds for our business to grow and adapt into the future.

**Craig Playford**  
Operations Manager,  
WD Close



## employer profile

Engineering:  
Aggreko Washington



Our apprentice has shone since she started at Newcastle College. Her academic work is of the highest standard and she incorporates our company values and her own hard work into her time at our depot. I have nothing but positive feedback to give for the support Newcastle College give to both our apprentice and our business, and we hope to carry on this successful partnership for years to come.

**Andrew Purvis**  
Service Centre Manager,  
Aggreko Washington



Being an apprentice with Aggreko has been great! I get to earn money whilst gaining my qualification, but I also receive lots of one-to-one training and support from my tutors at the College and the professionals in my workplace, which has helped me to develop my skills and learn valuable industry knowledge. Thanks to Aggreko, I've had opportunities that I wouldn't have gotten anywhere else, which will really help me to build my career in engineering.

**Chloe Naylor**  
Level 3 Maintenance and Operations  
Engineering Technician Apprentice,  
Aggreko Washington

# invest in a green future with apprenticeships

Green jobs are roles that contribute to preserving or restoring the environment. These jobs are crucial for achieving the UK's net zero targets and include positions in renewable energy, energy efficiency and sustainable transportation.

The UK hopes to become a world leader in new green technologies and to encourage greater energy efficiency across the UK. There are a variety of career opportunities within this sector, in areas such as policy making, contract management, finance, marketing, construction and engineering.

## Environmental Impacts

Our climate has changed. Even if efforts to reduce global emissions are successful, some change is now locked in and cannot be undone. All businesses and organisations must change, both to reduce their environmental impact and to operate in a changing professional climate.



**Green jobs** have a better average salary and are more secure than those in traditional industries.



**Green skills** are being embedded into apprenticeships at Newcastle College, which improves the employability of our apprentices and makes them a real asset to your business.



**Scan here**




to take our online quiz to estimate your own environmental footprint



**Scan here**

to find out more about the global Sustainable Development Goals

## How green is your apprenticeship?

Green Rating	Rating Meaning	Example
 <b>One Leaf</b> Equals Low Sustainable Impact	The core nature of the occupations will not change, but some key knowledge, skills or behaviours will need adjustments to support more sustainable working.	<b>A business administrator</b> While administration tasks will always remain a core duty, these responsibilities can be 'greened' by adding skills like using eco-friendly office supplies.
 <b>Two Leaves</b> Equals Moderate Sustainable Impact	The core nature of the occupations will not change, but how the services performed by this role are provided may change significantly. This may mean adding or amending key knowledge, skills or behaviours to help build competence in new green technologies and approaches.	<b>An engineer</b> This role would need to apply their skills to developing new green technologies, while using the same core engineering principles. Their job title won't change after being 'greened'.
 <b>Three Leaves</b> Equals High Sustainable Impact	The core nature of the occupation delivers on net zero ambitions and supports the protection and preservation of nature.	<b>An energy manager, ecologist or sustainable business specialist</b> If done competently, these jobs will have a direct benefit to our environment and contribute towards a cleaner, greener future.

## UN Sustainable Development Goals

Sustainability is about more than the environment; it is about positive change in other parts of society. In order for the environment to be protected, people must also thrive. The United Nations Sustainable Development Goals below recognise this necessity.



Each apprenticeship that we offer has been mapped against these goals. Look for the icons on each page corresponding to the goals that are most relevant to your chosen apprenticeship.



## automotive

### Motor Vehicle Service and Maintenance Technician (Light Vehicle)

**Study Level:** Level 3

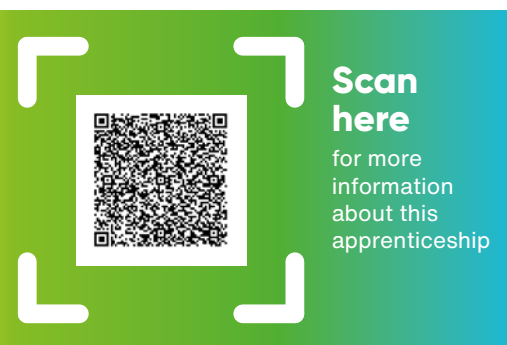
**Duration:** 36 months + 3 months for End Point Assessment (EPA)

#### Overview

Our Motor Vehicle Service and Maintenance Technician (Light Vehicle) apprenticeship will teach you how to service and repair light vehicles, such as cars and vans. You'll work either in a dealership focused on a particular manufacturer, or an independent garage which deals with different makes of vehicle.

This apprenticeship will help you to build a range of new skills, including procedures to set up a component (such as clutch and height adjustment) using a wide range of diagnostic and testing equipment, removing and fitting timing belts, connectors, tyres and handling fluids and removing hoses, belts, gaskets, bearings and other vehicle parts. This apprenticeship also covers hybrid and electric vehicle operation.

Your apprenticeship tutors on this programme are industry practitioners who will make sure that you'll develop the key transferable skills relevant to the modern business.



**Scan here**

for more information about this apprenticeship

## business

### Accounts and Finance Assistant

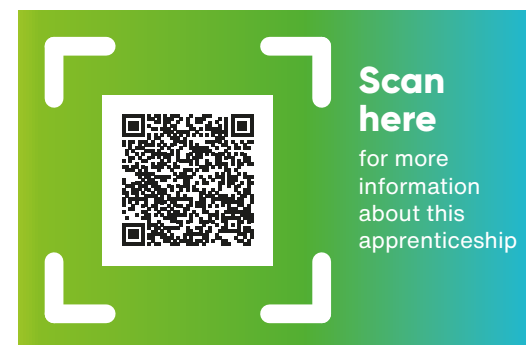
**Study Level:** Level 2

**Duration:** 12 months + 3 months for End Point Assessment (EPA)

#### Overview

An Accounts and Finance Assistant is an integral part of any business, responsible for maintaining an efficient and accurate financial function within an organisation. They assist accountants with routine duties, using digital finance and accounting systems to collate and enter data, as well as liaising with internal and external stakeholders throughout the business.

As an Accounts and Finance Assistant apprentice, you'll learn how to carry out accounting and finance tasks within a business. You'll support the creation of financial statements and financial data entry, reconciling figures, trial balances, double-entry bookkeeping and handling accounts. You can also work with sales or purchase ledgers. By running calculations to ensure that records and payments are correct, you may be involved in the recording of cash transactions. You'll also gather and input financial data and check any work for errors. You can work under supervision to contribute towards the creation of accurate financial statements and data to help your organisation run effectively.



**Scan here**

for more information about this apprenticeship

### Business Administrator

**Study Level:** Level 3

**Duration:** 15 months + 3 months for End Point Assessment (EPA)

#### Overview

If you're looking to build a highly transferable set of knowledge, skills and behaviours applicable to all areas of business, our Business Administrator apprenticeship is for you. Learn about small and large-scale business models in the public, private and charity sectors, as well as how to develop, implement, maintain and improve administrative services while working independently and in a team. By developing these key attributes, you'll support your own progression towards management responsibilities.

You'll be expected to deliver your responsibilities efficiently and with integrity, showing a positive attitude. Our Business Administrator apprenticeship requires strong written and verbal communication and a proactive approach to developing new skills. On this apprenticeship, you'll be expected to show initiative, manage your timetable and priorities, demonstrate your problem-solving and decision-making skills and show potential for managerial roles by mentoring and coaching others.

You'll attend Newcastle College Business Academy one full day per week on this apprenticeship. In addition, you'll also be expected to complete additional coursework, meeting off-the-job training requirements for your apprenticeship.



**Scan here**

for more information about this apprenticeship



The support Everything Managed and my College Skills Trainer have given me during my apprenticeship is incredible! I never feel like I'm on my own and if I'm ever struggling with my tasks, I know that I can ask for help. I often have one-to-one meetings with my line manager about my progress and performance at work, which helps me to know what I'm doing well and how I can improve.

**Kaitlyn Hancock**

*Level 3 Business  
Administrator Apprentice,  
Everything Managed Limited*

## business *continued...*

### Operations Manager (Higher Apprenticeship)

**Study Level:** Level 5

**Duration:** 24 months + 5 months  
for End Point Assessment (EPA)

#### Overview

This Operations Manager Higher Apprenticeship will prepare you to work in small, medium, large and multinational organisations in all business sectors. You'll perform leadership and management duties at high levels to ensure your business meets its operational goals.

An Operations Manager apprentice will work alongside colleagues across internal departments, including operations, HR, finance, legal, sales and marketing, to provide leadership and direction, manage projects, plan and review workloads and resources, resolve problems and build relationships both inside and outside your business. You'll also work with a diverse range of external stakeholders and clients, which will encourage the development of flexibility and adaptability as you apply your professional skills in the workplace.

As an Operations Manager apprentice, you must understand how your role supports the broader structure and goals of your employer. This includes applying codes of practice, legislation and regulation, as well as being responsible for legal and ethical duties, ensuring inclusive policies and sustainable practice in the workforce.



**Scan  
here**

for more  
information  
about this  
apprenticeship

## computing

### Digital and Technology Solutions Professional (Integrated Degree)

**Study Level:** Level 6

**Duration:** 36 months + 6 months  
for End Point Assessment (EPA)

#### Overview

This BSc (Hons) Digital and Technology Solutions (Integrated Degree) apprenticeship is perfect if you're looking for a career in the digital and technology sectors. This apprenticeship covers the key concepts and competencies in digital and technology management and is designed to focus on both the practical and core skills for the workplace.

This degree apprenticeship covers four of the main streams of digital technologies: Cyber Security Analytics, Data Analytics, Network Engineering and Software Engineering.

By gaining an Honours Degree through a degree apprenticeship, you'll gain the knowledge, skills and insight that are demanded by employers in industry today. You'll be guaranteed to be work-ready upon graduation from this programme of study, as you'll learn the skills needed in the workplace through contextualised teaching and collaboration with your employer.



**Scan  
here**

for more  
information  
about this  
apprenticeship



The best thing about a degree apprenticeship compared to a standard degree course is that you can learn on the job as well! I spend four days a week in the office, earning a wage while learning from my colleagues and peers - the hands-on style of learning I get at work gives me loads of real-world experience to draw from when I do my degree assignments for Newcastle College University Centre.

**Aran Baker**

*Level 6 Digital and Technology Solutions  
Professional Degree Apprentice,  
Waterstons Limited*



## construction

### Bricklayer

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

Our Bricklayer apprenticeship will equip you with the skills and knowledge you'll need to work effectively in the construction industry.

This apprenticeship will teach you to lay bricks and blocks (as well as other types of building components) in mortar to construct and repair walls, foundations, partitions, arches and other structures. You'll also be able to refurbish brickwork and masonry on restoration projects. As an apprentice bricklayer, you'll work on a range of sites and projects which reflect the many areas of the construction industry, including large commercial developments, new builds in housing, alternations, extensions and restorations.

Our apprenticeship tutors at Newcastle College are industry practitioners with years of experience in construction, meaning you'll develop key transferable skills that are relevant to modern businesses. Your employer may also tailor the units of your programme of study to suit the specific needs of their organisation.

### Carpentry and Joinery

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

Our Carpentry and Joinery apprenticeship will teach you how to work with building materials (most often wood) to create and install building components. On this programme, you'll learn how to shape and cut materials, install finished materials (such as partitions, doors, staircases, window frames, moulding and timber floor coverings) and build structural components such as floor joists and roofs.

As an apprentice carpenter and joiner, you're expected to carry out work safely, using the appropriate tools to produce work to the quality specified.



**Scan here**

for more information about this apprenticeship



**Scan here**

for more information about this apprenticeship

### Installation and Maintenance Electrician

**Study Level:** Level 3

**Duration:** 54 months + 6 months  
for End Point Assessment (EPA)

#### Overview

As an Installation and Maintenance Electrician apprentice, you'll learn how to install, maintain and repair electrical systems in industrial, commercial and domestic environments, in both indoor and outdoor settings.

The role of an electrician will involve you working with electrical equipment and systems. These systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment, as well as crime and fire alarm systems and renewable energy technologies.

You must be comfortable working competently on your own without immediate supervision, completing any tasks in the most efficient and economical manner.



**Scan here**

for more information about this apprenticeship

### Interior Systems Installer (Drylining)

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

An Interior Systems Installer (Drylining) apprenticeship with Newcastle College will set you up to work on diverse projects in hotels, airports, military bases and famous public structures.

On this apprenticeship, your role involves installing, repairing and maintaining internal building structures to high standards. You'll collaborate with colleagues, trades, site managers and contractors in environments ranging from construction sites to occupied buildings. Work is often physically demanding, involving lifting, fixing and working at height with strict safety protocols.

Typically, hours are weekday-based, but some evening and weekend work may be required. You'll prepare to enter a sector with strong career growth, with opportunities to progress into site supervision, management or business ownership, with a solid understanding of installation across various industries.



**Scan here**

for more information about this apprenticeship

## construction *continued...*

### Painter and Decorator

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

Painter and Decorator apprentices will work to decorate and protect domestic and commercial properties, including houses, schools, offices, hospitals, factories and construction sites. Working internally or externally, you'll operate independently and as part of a team, applying water-borne and solvent-borne paint coatings and coverings.

You should have a good working knowledge of paint coatings and wall coverings while understanding and complying with statutory, safety and environmental requests. You'll be responsible for your own work and expected to achieve a high-quality finish at an appropriate pace. All Painter and Decorator apprentices should be good problem-solvers and communicators, able to interact effectively with colleagues, clients and tradespeople.



### Plasterer

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

As a Newcastle College Plastering apprentice, you'll learn how to apply layers of plaster onto walls, floors and ceilings, as well as the requisite skills for any drylining projects you may undertake in your future career. Although you may choose to specialise in drylining, you must have a thorough grasp of the knowledge and skills needed to plaster effectively as well. Plastering serves both an aesthetic and protective function by making buildings more robust and you'll learn to consider both these purposes during your apprenticeship.

Our apprenticeship tutors on this programme are industry practitioners with years of experience in the construction industry, meaning you'll develop key transferable skills which are relevant to your job role.



**Scan here**

for more information about this apprenticeship



**Scan here**

for more information about this apprenticeship

### Plumbing and Domestic Heating Technician

**Study Level:** Level 3

**Duration:** 48 months + 6 months  
for End Point Assessment (EPA)

#### Overview

A Plumbing and Domestic Heating Technician apprentice at Newcastle College will plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. These services will be delivered through working inside or outside of a property.

To be successful on this apprenticeship, you should demonstrate strong customer service skills, being approachable, enthusiastic and a clear communicator, as well as being tidy and respectful because you'll often find yourself working in a customer's home alongside building sites. You should also be comfortable working independently and as part of a team, which will help you to develop the essential transferable skills which are vital to your career progression.



**Scan here**

for more information about this apprenticeship

### Roofer

**Study Level:** Level 2

**Duration:** 24 months + 3 months  
for End Point Assessment (EPA)

#### Overview

On your Roofer apprenticeship with Newcastle College, you'll be equipped with all the skills and knowledge you'll need to work in the roofing trade. As an apprentice, you'll work on building sites, as well as in domestic or commercial premises, delivering such services as slate installation, tile roof coverings and related products to both new and existing buildings.

Our apprenticeship tutors on this programme of study are industry practitioners with years of experience in the construction industry, meaning you'll develop the key transferable skills that are relevant to your job role.



My tutor is brilliant, if I ever have any queries on a job or if I'm lone-working and I need some support, he's there! The facilities are also great at college, since I can use practice roofs to do the whole end-to-end process using any different techniques I want to try out, before using them on a live job.

**Bobby Young** | Level 2 Roofer Apprentice



**Scan here**

for more information about this apprenticeship





“ ”

I'd definitely recommend a degree apprenticeship to anyone who's thinking of applying for one with Newcastle College University Centre, because instead of going to university and getting into loads of student debt, you can get way more experience working on-the-job, which means you're learning theory and practical skills to a high level while getting paid at the same time – that's a winning combination to me!

**Luke Robson**

*Level 6 Creative Digital Design Professional Degree Apprentice, Durham County Cricket Club*

## digital arts

### Creative Digital Design Professional (Integrated Degree)

**Study Level:** Level 6

**Duration:** 36 months + 6 months for End Point Assessment (EPA)

#### Overview

Our BA (Hons) Creative Digital Design Professional (Integrated Degree) apprenticeship is designed to equip you with the creative and technical skills that are in high demand in the digital design and creative industries. This role will involve learning how to design compelling, digitally enabled solutions for audiences across various sectors and contexts, while staying up to date on emerging digital technologies and trends.

On this degree apprenticeship, you'll implement design concepts to develop and communicate new products and to provide design solutions using digital design technologies. To be successful in this programme of study, you should be a confident, competent and capable design professional able to operate in a range of related roles.



**Scan here**

for more information about this apprenticeship

## energy

### Maintenance and Operations Engineering Technician

**Study Level:** Level 3

**Duration:** 36 months + 6 months for End Point Assessment (EPA)

#### Overview

This advanced apprenticeship standard is designed to teach you how to maintain the safety, integrity and effective operation of plants and equipment in a range of industries which are part of (or have activities which are part of) the broader national infrastructure engineering sector. On this apprenticeship, you'll undertake installation, testing, servicing, removal, replacement, maintenance and repair of a range of equipment as part of planned preventative and reactive maintenance programmes.

As a Maintenance and Operations Engineering Technician apprentice, you'll gain workplace-specific knowledge, skills and behaviours relevant to your chosen pathway, alongside a qualification which will provide you with the fundamental engineering knowledge you'll need within the renewables industry.



**Scan here**

for more information about this apprenticeship



“ ”

I had been looking for an electrical apprenticeship for a while before I saw this one. I was glad it was with Newcastle College because I had already studied here on a Level 3 course for three years. It's a good college and the tutors are very helpful if you're stuck on anything. I love working for Smulders and am looking forward to having a long career working for them.

**Kieron Denley**

*Level 3 Maintenance and Operations Engineering Technician Apprentice, Smulders UK*

## energy *continued...*

### Metal Fabricator

**Study Level:** Level 3

**Duration:** 36 months + 3 months  
for End Point Assessment (EPA)

#### Overview

As a Metal Fabricator apprentice, you'll weld and fabricate metal structures and components. Based at our purpose-built Energy Academy and working mainly in manufacturing plants or at construction sites, you'll use a variety of tools to construct metal-based assembly components.

To be successful on this apprenticeship, you'll need to be able to take a product from its initial design to its finished components ready for assembly. To achieve this goal, you must combine technical skills with coordination and attention to detail, with the end goal of creating components and products that meet the designer's specifications.



### Plate Welder

**Study Level:** Level 3

**Duration:** 36 months + 3 months  
for End Point Assessment (EPA)

#### Overview

This advanced apprenticeship standard is designed to teach you how to manually weld plate and structural components to high standards of quality. This will involve fabrication, construction or repair of fabricated plate assemblies, extrusions and structural components (e.g. Channel, H-Beams or I-Beams) often used to fabricate larger components and assemblies. By studying at our purpose-built Energy Academy, you'll gain the workplace-specific knowledge, skills and behaviours you'll need to progress in the renewables industry.



I'm so glad I got a second chance to find the right career for me with Newcastle College, I can't imagine doing anything else now! My tutors are so passionate and dedicated to unlocking our potential, and they bring a wealth of knowledge with them from their own welding careers. If you've got a passion for creativity, for making things, just give it a go!

Courtney Newton | Level 3 Plate Welder Apprentice



**Scan here**

for more information about this apprenticeship



**Scan here**

for more information about this apprenticeship

## engineering

### Machining Technician

**Study Level:** Level 3

**Duration:** 36 months + 3 months  
for End Point Assessment (EPA)

#### Overview

This advanced apprenticeship standard is designed to teach you how to produce complex, high-value, low-volume components or assemblies, either in full or in part. You'll use machines, equipment or systems to the required specifications, such as with turbines, cranes, gearboxes, production lines, rigs and platforms. Fitters may typically have mechanical, electrical or electronic control systems, alongside pipe fitting or instrumentation bias.

On this apprenticeship, you'll gain workplace-specific knowledge, skills and behaviours relevant to your chosen pathway, alongside a mandatory qualification which will provide you with the fundamental engineering knowledge you'll need within the industry.



**Scan here**

for more information about this apprenticeship

### Maintenance and Operations Engineering Technician

**Study Level:** Level 3

**Duration:** 36 months + 6 months  
for End Point Assessment (EPA)

#### Overview

This advanced apprenticeship standard is designed to teach you how to maintain the safety, integrity and effective operation of plants and equipment in a range of industries which are part of (or have activities which are part of) the broader national infrastructure engineering sector. On this apprenticeship, you'll undertake installation, testing, servicing, removal, replacement, maintenance and repair of a range of equipment as part of planned preventative and reactive maintenance programmes.

As a Maintenance and Operations Engineering Technician apprentice, you'll gain workplace-specific knowledge, skills and behaviours relevant to your chosen pathway, alongside a qualification which will provide you with the fundamental engineering knowledge you'll need within the industry.



**Scan here**

for more information about this apprenticeship



## how to find us

### By train or Metro

You can take a train or Metro to Central Station, which is only a five to ten-minute walk away from our Rye Hill campus. Just turn left out of Central Station and pass Centre for Life. Continue past the Discovery Museum until you come to our campus. A recommended walking route is available from our website. Visit [www.ncl-coll.ac.uk/how-to-find-us](http://www.ncl-coll.ac.uk/how-to-find-us)

### By car from the North or South

Take the A1 and follow directions to Newcastle and then pick up the A189 over the Redheugh Bridge. As you cross the Redheugh Bridge, move into the left hand lane and turn left immediately after you have crossed the bridge. At the first roundabout turn right into the Rye Hill campus car park. Parking is free.\*

### By car from Newcastle City Centre

Follow signs to Central Station, or Blaydon A695. Once past the station, bear left at the traffic lights beside the Centre for Life, go straight on at the next traffic lights and turn right at the next traffic lights into Railway Street. Pass under the Redheugh Bridge approach road, bend right with the road and then go straight on at the first roundabout on Scotswood Road into the College car park. Parking is free.\*

### Once on campus

For general enquiries, make your way to Student Services.

Newcastle College  
Armstrong House  
Rye Hill Campus  
Scotswood Road  
Newcastle upon Tyne  
NE4 7SA

0191 200 4000  
[enquiries@ncl-coll.ac.uk](mailto:enquiries@ncl-coll.ac.uk)  
[ncl-coll.ac.uk](http://ncl-coll.ac.uk)

### Further Newcastle College campuses can be found at:

Automotive Academy  
Unit 36 Invincible Drive  
Armstrong Industrial Park  
Newcastle upon Tyne  
NE4 7HX

Energy Academy  
Hadrian Road  
Wallsend  
NE28 6HH

\* Subject to availability



This guide and other course information is available in alternative formats and large print. Call 0191 200 4000.

#### Safeguarding

We are committed to Safeguarding and ensuring all learners experience a secure, safe and welcoming environment in which they can fulfil their potential. Specific policies and procedures are in place to safeguard young people and vulnerable adults; these are robust and are reviewed regularly. Procedures are in place to take all reasonable measures to ensure risk is minimised and appropriate action is taken to address any welfare concerns.

Newcastle College welcomes diversity in its student population – valuing differences in race, gender, sexual orientation, disability, religion or belief, class and age. We actively oppose discrimination, aim to remove all conditions that put people at a disadvantage, strive to improve access and to provide outstanding support. We are committed to providing an inclusive learning environment. We have produced a Single Equality Scheme which sets out our response to statutory obligations and our approach to the active promotion of equality and diversity. Please discuss your support needs with us and we will make every reasonable effort to make adjustments to help you succeed.

#### Disclaimer

Newcastle College will take all reasonable steps to provide the educational services and courses as described in this prospectus and in further documents. However, it does not guarantee the provision of such services. The provision of courses is dependent on there being sufficient demand to make their operation viable. At the time of publication (September 2025) all course titles and information were correct.

## NCG Guarantee

Newcastle College is proud to be part of NCG, one of the country's leading college groups.

We are one of seven colleges across the country that make up NCG, meaning we're a key part of providing education and training to learners, apprentices and employers across the UK.

Together, we share expertise, support each other to grow, help each other to innovate and accomplish real change for individuals, communities and economies across the country.

### Student benefits

Students studying at any of our colleges benefit from the **NCG Guarantee**. This guarantee gives all our students access to a range of tools and initiatives centred around a core set of principles. Our courses, additional support services and enrichment activities will equip you with a wider set of skills, all of which aim to make you more employable.

**Put simply, the NCG Guarantee gives students access to additional activities, resources and initiatives to help you achieve your ambitions and career goals.**

The NCG Guarantee is centred around:

- Community
- Digital
- Employability
- Enterprise
- Mental Fitness.

Throughout your time with us you will be involved in a range of projects and initiatives focused on these principles. Coupled with excellent teaching and learning, you will complete your course with a unique set of skills which help set you up for your future.



# get ahead in your career

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Newcastle College  
Rye Hill Campus  
Scotswood Road  
Newcastle upon Tyne  
NE4 7SA

0191 200 4781  
[apprenticeships@ncl-coll.ac.uk](mailto:apprenticeships@ncl-coll.ac.uk)  
[employers@ncl-coll.ac.uk](mailto:employers@ncl-coll.ac.uk)  
[ncl-coll.ac.uk](http://ncl-coll.ac.uk)

This guide has been printed on  
sustainably-sourced paper using  
eco-friendly printing practices.

